

**WALDORF-STEINER AFTERSCHOOL**

**KNOCKNACARRA  
GALWAY**

**085 2611892**

**PARENTS HANDBOOK**

## INTRODUCTION

Welcome to the Waldorf-Steiner Afterschool, where we, as professionals in the field of childcare, recognise how important it is to have the best quality care for your child.

Through professional and updated policies and procedures, we aim to provide a safe, nurturing environment in which each child can develop and grow to their full potential.

## MISSION STATEMENT

To provide a safe, accessible, quality, affordable, After School Care in keeping with the Rudolf Steiner Approach as carried out by Cuan Na Gaillimhe Community National School - a Steiner Education.

## PRIVACY STATEMENT

We respect your privacy and your rights to control your personal data and your child's personal data. We will be clear about what data we collect and why we collect it. This privacy statement explains the personal information we collect from you, why we collect it, how we will use it and how we protect it. The reference to personal data in this privacy notice applies to the personal data of you and your child.

The Waldorf-Steiner Afterschool collects personal data about you and your child in order to provide early years services to your child. By registering your child in our service, you agree to the use of your personal information as described in this Statement.

The Waldorf-Steiner Afterschool is a Controller of the personal data you provide us with. We collect the following types of personal data from you, about you and your child:

- **Personal Data:** your child's name, date of birth, your address, contact details of adults authorised to collect your child, PPS number and social welfare status for funding programmes.
- **Sensitive Personal Data:** health and medical needs of your child, race, ethnic origin and religion.

### **Why We Collect Your Personal Data?**

We use the personal data you share with us in the child record form, so we can communicate with you, and for the purposes of administration. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to this. We will also request information on adults authorised to collect your child. This is required to ensure the safety of your child while they are attending our service. Sensitive personal data includes medical information/instructions about your child, this would be required in case of emergency or if medication needs to be administered. Sensitive personal data also includes religious beliefs, we collect this information so we can respect religious festivals, days and events.

### **Sharing & Disclosure**

We strive to keep your and your child's personal data safe and only share it when necessary. We recognise that parents have a right to know that the information they share with us is

maintained confidentially. We only disclose your information as authorised in this Statement. We do not rent or sell your Personal Information to anyone. We may share your personal information with the third parties listed below.

#### Who We May Share Your Personal Information With:

- Department of Children & Youth Affairs (DCYA)
- Pobal PIP System & Pobal Compliance Officers
- An Garda Síochána
- Tusla Early Years Inspectorate
- Health & Safety Authority
- National Employment Rights Authority
- The Revenue Commissioners
- Tusla - Child and Family Agency

We may also share your personal data with our management committee for purposes only consistent with this Privacy Policy.

#### Photograph consent form

At the Waldorf-Steiner Afterschool, we may take photographs to document the children's learning, development and achievements in the service. Photographs of your child will only be taken with your permission.

While we may have parent/guardian consent, we also respect your child's right to privacy and consent to having their photo taken. Photographs taken will only be for the use of the service and parents availing of our service.

Photographs taken to document children's learning will only be shared for inspection purposes with Tusla Inspectors. We will not share photographs with any other third parties without your consent.

**WALDORF-STEINER AFTERSCHOOL RESPECTS THE RIGHT OF PARENTS/GUARDIANS TO WITHHOLD CONSENT FROM THEIR CHILD'S/ CHILDREN'S PHOTOGRAPHS BEING USED IN AFTERSCHOOL PUBLICITY MATERIALS. WE ADOPT CUAN NA GAILLIMHE CNS'S POLICY ON THE USE OF PHOTOGRAPHS FOR THE AFTERSCHOOL SERVICE.**

You will be asked to sign a Photograph consent form on enrolment giving permission for your child's photograph to be taken for these purposes only.

#### Storage, Retention time and removal of photographs and personal information

Photographs are strictly kept within the service and not shared outside unless we have your permission. Sometimes photos may be taken on a staff members mobile phone but once these photos are developed for documentation purposes or shared with a parent (of their child only), they are deleted immediately.

All photographs taken within the academic year for display purposes will be shredded one year later.

During the enrolment period, we are required to collect personal information for communication and administration purposes. This includes your child's record form and pre-registration forms for the DCYA funding programmes we provide.

If you are availing of any of the funding programmes you will be required to share personal information such as PPS numbers for both you and your child (ECCE, CCS, CCSP, TEC, AIM) evidence of your social welfare payment and medical card (for CCS, CCSP). This information will be used for pre-registration purposes and submitted to Pobal via the PIP Portal in order to verify your funding eligibility. Once the pre-registrations have been submitted all eligibility documents and registrations containing PPS numbers will be shredded immediately.

We are required under regulation to withhold child record forms for 2 years after your child's finishing date. After this time, all records will be shredded.

## ABOUT US

The Waldorf-Steiner Afterschool is a non-profit, sessional service that opened in September 2021, to provide an afterschool service to children enrolled in Cuan Na Gaillimhe Community National School (The Galway Steiner School). The service is run by the Friends of Waldorf-Steiner Education CLG and is located in the Cuan Na Gaillimhe Community National School, An Cimin Mor, Cappagh Road, Knocknacarra, Galway.

The service is managed and run by a Voluntary Management Committee which is a group of people who work together with the common purpose of managing the service. The committee is generally made up of parents and community members who can contribute and assist in the ongoing development and sustainability of the service.

The Waldorf-Steiner Afterschool is a registered School Age Care service, meaning we are compliant with all current regulations in School-Aged Care, working closely with Tusla (Child and Family Agency) to offer you the highest standards of care for your child.

Our service is fire safety approved, fully insured, employing two part-time qualified childcare staff members.

We are also a member of Early Childhood Ireland, a membership organisation focused on the comprehensive provision of early childhood care and education.

We hope this handbook helps you to understand how we operate and how we strive to give your child a home from home experience with the best possible care.

## ENROLLMENT/ ADMISSION

It is the policy of The Waldorf-Steiner Afterschool to offer afterschool service only to children who are enrolled in Cuan Na Gaillimhe. Taking this into account, we offer equal access to all children from the community irrespective of their cultural, religious, or financial background. We are committed to operating open and fair Admissions Procedures. **Please see attached Admissions Policy.**

### OPENING HOURS:

The Waldorf-Steiner Afterschool operates from 1:50 pm - 6:00, Monday to Friday, 38 weeks a year (corresponding to the calendar of Cuan Na Gaillimhe CNS).

The Waldorf-Steiner Afterschool currently operates the following programmes:

- National Childcare Scheme (NCS) [www.ncs.gov.ie](http://www.ncs.gov.ie)

To access this funding parents must go to [www.ncs.gov.ie](http://www.ncs.gov.ie) and apply themselves; you will then receive a CHICK number that you must provide to the service as we must enter this number weekly to receive your funding directly. You will be responsible for the balance between the monthly fees and any childcare subsidy you receive from NCS.

### National Childcare Scheme

This scheme supports families with children aged between 24 weeks and 15 years who are attending any participating Tusla registered service. There will be two types of support available:

- Universal Subsidy -available to children under 3 years
- Income Assessed Subsidy – available to children between 24 weeks and 15 years. Means-tested and will be calculated based on individual circumstances

This subsidy can be used towards the cost of a registered childcare place for up to a max of 40 hours where parents are working, studying, or training. Where parents are not working, studying, or training the subsidy will be paid for up to a maximum of 15 hours per week.

The type of subsidy you are eligible for will depend on your individual family circumstances, such as your family income and your child's age.

A subsidy calculator is available on [www.ncs.gov.ie](http://www.ncs.gov.ie) which will help you understand which subsidy may benefit you most.

**For more information on this scheme, we would strongly encourage you to access all the information on [www.ncs.gov.ie](http://www.ncs.gov.ie) or contact the Parent Support centre on 01 9068530**

- ★ In line with DCYA (Department of Children and Youth Affairs) children participating in any of the above funding programmes must show regular attendance records in line with the number of days you have registered for.
- ★ If there are constant irregular patterns of attendance for a consecutive 4 weeks, we are required, under the contract of agreement to submit a Leaver form for your child. This means you could lose your programme funding and will pay the full fee. Therefore, your child must attend as regularly as possible with the obvious exemption of illness. If there is a valid reason for non-attendance for a period of time you must write a letter to the service explaining the reason and this will be put on file for DCYA inspection.

### SETTLING IN PERIOD:

It is the policy of The Waldorf-Steiner Afterschool to ensure every effort is made to make the settling in period as pleasant as possible for the children, parents and staff.

We want children to feel safe and happy in the absence of their parents and feel confident that they will return at the end of the day.

We understand that all children react very differently to the same situation so we will work with you to ensure this transition is as stress-free as possible for both you and your child.

### PARENTAL INVOLVEMENT:

We believe that a strong partnership between parents and staff are in the best interest of the child and so we encourage Parental Involvement at every reasonable opportunity. Staff are more than willing to answer any questions you may have regarding your child's day.

The Waldorf-Steiner Afterschool has an open-door policy and parents are welcome to visit at any time (unless contradicted by Covid/government guidelines at the time). Should you have any suggestions or constructive criticism to benefit the running of the service, they will be welcomed.

### HOLIDAYS

The Waldorf-Steiner Afterschool operates for 38 weeks a year, in line with the calendar of Cuan Na Gaillimhe. You will be given a calendar outlining the days we close throughout the year. Please ensure you receive a calendar at the beginning of the year.

**We close for all Bank Holidays as well as Good Friday each year.**

We request that you inform the service of your holiday plans throughout the year.

### FEES AND PAYMENT

It is the policy of The Waldorf-Steiner Afterschool service to set a fee at a rate that takes into account the affordability for the parents, and sustainability of the service.

- Fees must be paid monthly, in advance, and must be paid irrespective of attendance. Unfortunately, no reduction of fees can be made for absenteeism, as expenses run continuously throughout the year and it enables us to give an all year- round service with a guaranteed place for your child
- Failure to pay your monthly fee for a consecutive two weeks will result in your child not being permitted to attend the following week until payment is received.
- Outstanding fees of more than 4 weeks will not be tolerated and **will** automatically result in your child losing his/her place to another child on our waiting list.
- One month of paid notice is required if your child is finishing the service.

Our service operates for 38 weeks over the 2021-2022 academic year. This includes all weeks school is in session but does not include term breaks or summer holidays (for a calendar on term breaks please visit: <https://www.cngcns.com/school-calender>). The fees for the 38 weeks

are distributed evenly over 10 months from August 1st, 2021 to June 31st, 2022

**ALL Bank Holidays and Good Friday must be paid for.**

Payment for National Childcare Scheme is made directly to the service, and your award will be reduced from the fee we charge you.

We do offer a daily drop-in service, subject to availability and prior arrangements being made with the staff. The fee for this service is

- Infant's 1-hour only: 10€
- Full day: 25€

### Optional Extras for Afterschool service

Early closures or half days from school are charged at an additional rate of €4 subject to availability.

## STAFF TEAM

The Waldorf-Steiner Afterschool is run by a volunteer management committee, and currently employs 2 part-time staff members who are fully qualified and have the experience to provide a high-quality service for you and your children.

## MANAGER: (PERSON IN CHARGE)

### Qualifications

- BA (Hons) degree in Early Childhood studies
- Fetac Level 6 Supervision in Childcare
- Fetac Level 6 Owner/Management
- Montessori Teacher Training Diploma

### Continuous Professional Development Training Includes:

- Children First Mandated Persons
- General Data Protection Regulation (GDPR)
- AIM (Access and Inclusion Model) Training programme on Diversity, Equality and Inclusion
- Up to date First Aid Response
- Manual Handling
- Positive Behavior Management (Mary Skillington)
- Ed Start - Incredible Years Effective Classroom Management Skills Training
- Children First and 'Our duty to Care'
- Children First Designated Persons
- Siolta Quality Assurance Programme
- Epi-Pen and Anaphylaxis
- Pediatric Emergencies and Medication
- Professional development training: Siolta Observations techniques
- Professional Development training: 'How we adhere to Siolta Principles in our service'
- Basic Food Handling

- Food Safety and Hygiene
- Buntas Start
- Galway Early Intervention Services (Training for Preschool Staff)
- Fire Prevention

### ROOM LEADER: (DEPUTY PERSON IN CHARGE)

#### Qualifications

- MA in Early Childhood Studies
- BA in Early Childhood Studies and Practice
- Fetac Level 6 Supervision in Childcare
- Fetac Level 5 in Childcare
- Fetac Level 5 School Age Childcare

#### Continuous Professional Development Training Includes:

- Up to date First Aid Certificate
- Manual Handling
- Ed Start - Incredible Years Effective Classroom Management Skills Training
- Positive Behavior Management (Mary Skillington)
- Children First Mandated Persons
- General Data Protection Regulation (GDPR)
- AIM (Access and Inclusion Model) Training programme on Diversity, Equality and Inclusion
- Aistear/Siolta in Action
- Siolta Awareness Raising Workshops
- Siolta Quality Assurance Programme
- Siolta Observation Techniques Standards
- Galway Early Intervention Services (Training for Preschool Staff)
- Curriculum Planning for 0-3-year-old's
- Play-based curriculum linking to Siolta/Aistear
- Identification of Special Needs in the classroom
- Basic Food Hygiene
- Epi-Pen and Anaphylaxis
- Buntas Start
- Outdoor Play and Learning
- Healthy Ireland Smart Start Training programme

### CHILDCARE WORKER:

#### Qualifications

- Fetac Level 6 in Childcare
- Fetac Level 5 in Childcare
- Certificate in Leadership for inclusion in an Early Years Setting (Inclusion Co-Ordinator)

### Continuous Professional Development Training Includes:

- Up to date First Aid Certificate
- Manual Handling
- Children First and 'Our Duty to Care' Training
- Professional development training on Siolta standards
- Aistear/Siolta in action
- Siolta Awareness Raising Workshops
- Identification of Special Needs in Early Years
- Certificate in Child Behavior Modification, Principles and Procedures
- Buntas Start Training
- Training course for Preschool Staff with Early Intervention Services
- Certificate in Basic Irish for Childcare Providers
- Epi-Pen and Anaphylaxis
- Pediatric Emergencies and Medication
- Lámh Training
- Healthy Ireland Smart Start Training programme

### CURRICULUM

**Outdoor play** is an important aspect of our curriculum throughout the year so warm, appropriate clothing is essential every day. Please be aware that children do get 'messy' and 'dirty' at times so please ensure not to send them in their 'good clothes'!!

### SCHOOL HOLIDAYS

For Fall/Easter/summer holidays we may be able to offer camps, but only if demand allows. These camps would require an additional camp specific fee that is independent of the afterschool fee.

### CHILD DROP OFF/ COLLECTION

In line with our Collection policy, all children **must** be collected by an adult at all times. We ask all parents to please close all doors behind them when dropping off or after collecting their child. Please ensure the front door is firmly closed on your exit. This is for the safety of all children attending the service.

The Waldorf-Steiner Afterschool has a sign-in/out policy. Children will be signed in when the afterschool teacher collects your child from their classroom. Parents **MUST** sign their children out of the service every day. This is part of the Childcare Regulations that we must adhere to and is necessary for health and safety purposes.

On the enrolment form, there are spaces for two designated people other than the parents to collect the child. Please inform us if there is to be any change in the collection routine as children will not be allowed to leave the premises with person's unknown.

We request that parents ensure that their child is picked up on time. The repeated late collection shows a lack of consideration for the childcare staff and will result in you being

charged a late collection fee of €10 for the first 15min and €10 for every 10 minutes thereafter. This will be added to your account balance.

In genuine cases of emergency or unforeseen delay, parents are asked to contact us and try to make appropriate arrangements. Each child must be accompanied by an adult at all times when being dropped off and collected.

### CHILD ILLNESS

A sick child **must not** attend the service. This is in the interest of the other children and staff members and to try to reduce cross-infection. If a child becomes ill in the service, parents will be contacted, and if necessary, will be asked to come and collect their child immediately.

A child must be taken home if they have any of the following symptoms:

- Vomiting
- Diarrhoea
- Temperature exceeding 37.5 degrees Celsius
- Communicable diseases such as chickenpox, measles, mumps

Children will not be excluded if taking an antibiotic but must have received the antibiotic 24 hours before returning to the service.

Parents will be given a Medical Administration form to complete with details of the medicine, dosage, and times to be administered.

We would ask that in the case of a child being ill and unable to attend After school, that you ring to inform us of the absence and disclose any relevant information if the illness is contagious. This will enable us to be aware and take any necessary precautions to safeguard the other children in our care.

If your child does not attend school on a given day due to illness of any kind including having a temperature, they **are not** permitted to attend After school.

### CONSULTATIONS

If parents should have a matter they wish to discuss they can arrange or make an appointment to talk to the headteacher. All consultations will be treated in the strictest confidence.

Any significant changes in family circumstances should be notified to the headteacher, in the best interest of your child.

### CLOTHING AND FOOTWEAR

Children should be dressed in casual comfortable clothing and footwear appropriate to weather conditions.

While we try our best to protect the child and their clothing, accidents and spills can occur. We request that a complete change of clothes is supplied and kept here for each child should the

need arise.

We also recommend that each child has sun cream applied and a sun hat provided for the hot days in the summer. Sun cream will not be provided in the service as allergic reactions can result.

Please mark children's names on coats and bags to avoid mix-ups! Children may bring in their toys, but at their own risk, as we will not be responsible for them getting lost or broken!

### FIRE AND ACCIDENT PROCEDURES

Fire drills are held regularly within the service. All children and staff are familiar with the procedure to be carried out. Staff are trained in the use of all fire equipment on the premises.

All accidents, however minor, are recorded in the Accident Report Book. Details of the incident will be recorded and signed by a staff member and parents will be asked to countersign this to acknowledge that they have been informed of any accident/incident that has occurred. The parent will also receive a copy of this recorded incident/accident.

It is important to note that when a child receives a bang or a bruise Arnica cream is used to prevent bruising. If you wish for Arnica not to be applied to your child, please let a member of staff know.

All preventative measures are taken to avoid accidents but in the unfortunate event of an accident occurring, minor injuries will be dealt with by staff who are all trained in First Aid. Parents will be informed on the collection of their child or immediately if the accident is more serious.

Upon registration, the service requires two emergency contact numbers. This is in the event that we cannot contact the parent. It is vital that these are kept updated and staff must be informed of any revised contact details.

### FIRST AID

Any serious accident we believe requires medical attention will be acted upon immediately by calling the emergency services or our doctor on call and the parent. A fully equipped First Aid box is sited on the premises, easily available to the staff but out of reach of the children. Contents of the First Aid box are checked and updated regularly.

All staff are fully trained in First Aid which is updated every 2/3 years.

### FOOD AND NUTRITION

All food must be provided by Parents and should be in line with Cuan Na Gaillimhe CNS Healthy Eating Policy. For children attending the Full Day Waldorf-Steiner Afterschool it is required that parents provide an afternoon snack for each child.

### POSITIVE BEHAVIOUR MANAGEMENT

**No form of corporal punishment will ever be used to discipline a child in this service.**

The Waldorf-Steiner Afterschool believes in promoting positive behaviour management. Each child is encouraged to develop self-control, tolerance, consideration and acceptance for each other and their surroundings. Rules are kept to a minimum and are made to ensure the safety and wellbeing of the children.

If necessary, parents may be asked to meet with staff or vice versa to discuss their Child's behaviour so that if there are any difficulties, we can work together to ensure consistency between home and Afterschool.

If a child misbehaves or hurts another child, this child will be spoken to by explaining that the behaviour (not the child him/herself) is unacceptable. He/she will be removed from the area of the incident and will be given time to calm down and regain control. The child who has been hurt/upset will be comforted!

### **RELIGIOUS AND CULTURAL BACKGROUNDS**

Every child is unique and has the right to be respected as such. All staff working at The Waldorf-Steiner Afterschool must be aware of this so that their practice enables children to develop positive attitudes to different races, cultures, languages, gender and disability.

All staff have the responsibility to show clearly, through their work, that they value equally all cultures and racial backgrounds. It is essential that children feel welcomed and accepted for who they are.

### **CONFIDENTIALITY**

It is the policy of the Waldorf-Steiner Afterschool not to discuss details of any child or family outside of the service.

In the event of a suspicion of child abuse, a confidential report will be made to the TUSLA with the knowledge of the parent, unless the child is at risk of harm (see Child Protection Policy).

Confidential information is shared only with staff members who need the information to perform their work effectively.

### **POLICIES AND PROCEDURES**

Policies and procedures provide an important and valuable part of our service. They are a clear set of guidelines on how our service operates under normal and emergency circumstances. It also provides information on what is acceptable and what is not within the service and how we will respond to the various situations should they arise, and the roles all those involved will perform.

All Policies and Procedures are available to parents should they wish to see them; simply request them of the headteacher.

### **INSURANCE**

The Waldorf-Steiner Afterschool is fully insured with Early Childhood Ireland under the Allianz Childcare Insurance Policy.

### CHILD PROTECTION

The Waldorf-Steiner Afterschool wants to ensure that a safe and secure environment is provided for all the children who attend our service. Child Protection is about promoting the welfare of the children and we must emphasize that our main concern is to safeguard and protect the children in our care. We have a duty of care and a responsibility to report and record any concerns we may have about a child. If a child arrives at our service with unusual markings, bruises, or injuries we will ask questions as to how they were obtained. We will accept explanations and not make any accusations, but we will make a written record of our observations and the explanations given. This record is to ensure reasonable and clear information is obtained, in order to make a referral if necessary.

Our policy for Child Protection is guided by Children First National Guidance for the protection and welfare of children (2011).

These guidelines assist in the identification of child abuse and the relevant reporting procedures.

**PLEASE READ OUR CHILD PROTECTION POLICY** *available on our website.*

**It is important to be aware that if any staff member observes or recognises any form of abuse it is our duty of care to your child to report the incident immediately.**

Thank you for taking the time to read this information booklet about the Waldorf-Steiner Afterschool, and we hope it answers many of the questions you may have regarding our service.

Should you have any further questions do not hesitate to ask!