



EARLY YEARS

PARENT HANDBOOK

Welcome to the FamiliBase

FamiliBase is a unique and innovative service for children, young people and families based in Ballyfermot with three strands of service delivery: Early Years Care and Education, Child and Family Supports and Youth and Community Supports. FamiliBase proudly pioneered and now successfully implements an integrated model of practice akin to a 'one stop shop' that is aligned with contemporary policy aspirations. Its programme delivery occurs at different levels i.e., from universal to intensive wrap around practice for those with multiple and complex needs. Organisationally, FamiliBase is committed to continuous responsiveness to changing local needs and to providing the highest standards of quality services to the local community.

FamiliBase 3 strands of service delivery are:

1. Youth and Community Strand

The Youth and Community team provide high quality, evidence informed responses to young people, their families and the community. The 4 programme areas of this strand are outlined below;

- Youth Work Programme
- Young Person Substance Misuse Programme
- Arts Programme
- Community Programme

2. Child and Family Strand

The Child and Family team provide high quality, evidence informed programmes to children, young people and their families. The 5 programme areas of this strand are:

- Teen Parent Support Programme
- Intensive Family Support Programme
- Child & Family Groupwork Programme
- Systemic Trauma Therapy Programme

3. Early Years

The Early Years team provide high quality, affordable child care and educational services to support children and parents in the local area. The 3 programme areas of this strand are outlined below;

- Early Years – Full Time and Part time positions
- ECCE
- Early Years Drop in Service, this support is available to the children of parents attending in-house FamiliBase programmes.

All additional information on each strand and programmes delivered can be located on our website, familibase.ie or ask a member of the FamiliBase team.

Table of Contents

Welcome to FamiliBase Early Years	4
Children’s Charter	5
Our Purpose	6
Our Facilities	6
Key Personal.....	6
Key Information	7
Curriculum	8
Highscope	8
Developing supporting Programme in FamiliBase Early Years	8
Theraplay	8
Talk Boost.....	8
Lámh Introduction September 2022	8
Admission and Enrolment	9
What you Should Bring for your Child	9
Clothing.....	9
Allergies	9
Attendance.....	9
Fees.....	10
Reviewing Fees:.....	10
Payments in relation to Holidays or Illness of the Child/Children:	10
Non-payment of Fees:.....	10
Closure in Exceptional Circumstances:	10
Withdrawal of Children:.....	10
Settling In.....	11
Attendance:.....	11
Arrivals:.....	11
Late Drop Off:	11
Collection Policy:	11
COR Advance September 2022.....	12
Family Engagement.....	12
Observations and learning journals.....	12
Working in Partnership with You	12
Policies	13
Consent for holding and sharing information (please tick to consent):.....	14
PLEASE SIGN and RETURN THIS SLIP.....	15

Welcome to FamiliBase Early Years

Welcome to FamiliBase Early Years We are committed to providing an early care and education service of the highest standard. We are registered with Tusla - The Child and Family Agency. Our early years practitioners are trained, motivated and friendly staff and are the cornerstone of our service.

We aim to provide a quality service and a stimulating environment for children to develop their social, personal and educational skills and learn through a planned and child lead curriculum.

Your child's welfare and your peace of mind is most important to us. We provide a warm, loving, home-from-home environment, where each child is treated with respect and will develop and learn as individuals while feeling safe and secure.

Thank you for choosing FamiliBase Early Years.

Address: Blackditch, Road, Ballyfermot, Dublin 10.

Phone Number: 087-3644363

Email: early.years@familibase.ie

Website: familibase.ie

Manager: Gina

Children's Charter

Children's welfare and their rights to secure, healthy and happy childhood are paramount.

The experiences children receive in their early years are critically important in terms of future development.

Children are entitled to expect that all adults will respect, uphold and preserve their rights and to ensure that their feelings and wishes are considered.

Children should have the opportunity to make choices and develop a sense of responsibility for their own actions appropriate to their age.

Children, parents and carers should not be discriminated against, particularly in relation to colour, age, race, religion, gender, disability medical conditions or background.

Parents should be recognised and respected as children's first and continuing educators.

Our Purpose

We offer a Full and part time care as defined in the Child Care Act 1991 (Early Years Services) Regulations 2016. These are the regulations that govern our service and we are inspected under these regulations by Tusla, the Child and Family Agency.

We cater for children aged 6 Months to 5 years We open 50 weeks per year and daily from Monday to Friday. We have capacity to cater for 31 children at any one time and our ratios are listed in this Hand book. This service is a community-based service operated by the Board of Directors and managed by CEO and Early Years Manager.

Our Facilities

- 3 bright, spacious rooms
- Each room has its own individual outdoor space.
- Outdoor Safety-fencing, safe set-down area
- Healthy and nutritious food cooked on-site
- Trained and qualified staff

We have the following rooms:

- Baby room – The Garden Room
- Toddler room -The Under The sea
- Preschool room – Jungle Room

The rooms are designed in such a way as to meet the developing needs of each individual child. The children are guided through a range of educational and play activities at their own pace. Our staff create a positive and secure environment where children feel confident in exploring their surroundings

Key Personal

Manager (Person in charge):	Gina
Deputy in the absence of Manager:	Leon
Health and Safety Officer:	Facilities
Fire Officer:	Facilities
First Aid Co-ordinator:	Gina – staff designated on weekly roaster
Designated Liaison Officer:	Gina, Katie
Deputy Designated Liaison Officer:	Leon
Data Controller:	Facilities

Key Information

Opening Hours:	8:30am – 4:30pm 8:45am – 12:45pm 1:00pm – 5:00pm
No of Weeks per year opened:	50 weeks
Closures:	2 weeks closed
Capacity:	31 children
Age Range:	6 months – 5 years
Ratios:	Sessional 2.6 – 6 years: 1:11 Full-Day and Part-Time Care 0 – 1 year: 1:3 1 – 2 years: 1:5 2 – 3 years: 1:6 3 – 6 years: 1:8
Curriculum:	Play-based Emerging Highscope
Funding Schemes Offered:	The FREE two-year preschool programme (ECCE) NCS, Childcare Fund
Address:	Blackditch Road, Ballyfermot, Dublin 10
Phone Number:	087-3644363
Email:	Early.years@familibase.ie

Curriculum

We are fully committed to being guided by the principles of Síolta and the national curriculum framework Aistear. We recognise how important high-quality early childhood experience can be in children's lives. This Curriculum aims to encourage active learning, problem solving, effective communication, creativity and socialisation. It aims to give children a good start which will benefit their long-term success in life. This service recognises the diversity of experiences and relationships that shape children's lives

Hightscope

Hightscope is a quality approach to the early years, the hightscope belief is that children constructed their own learning by doing and being actively involved in their work with people, materials and their ideas.

Developing supporting Programme in FamiliBase Early Years

Theraplay

Theraplay is a child model for enhancing attachment, self-esteem, trust in others and joyful engagement. It is based on the natural patterns of healthy interaction between an adult and child. Theraplay interactions focus on four essential qualities found in adult-child relationships: structure, engagement, nurture and challenge.

Talk Boost

Supports children to achieve their expected levels of progress in their language development. Talk boost helps to build relationships with parents, by reinforcing the language skills the child learned during the group sessions.

Lámh Introduction September 2022

Lámh supports communication between adults and children. Lámh is a manual sign system used by children and adults. With Lámh, speech is always used with signs and key words in a sentence are signed. Using Lámh signs can reduce frustration, as the Lámh user is able to use signs to ask for what they want, to answer and to take part in conversation.

Admission and Enrolment

We aim to be clear and transparent about our enrolment. Priority will be given to siblings of children attending our service, Child and Family Strand and our Youth and Community strand. Places are then allocated on a first-come, first served basis. A waiting list is established when all places are taken and child at top of the list is given first available place depending on availability for the type of place required. Parents/guardians are required to complete the Registration Form.

All details regarding a child must be completed and any relevant important information or specific diet or health requirements must be noted.

Children must be toilet trained before starting in ECCE free preschool programme.

We ask you to clarify any guardian or custody information that may be relevant at Registration.

What you Should Bring for your Child

Parents/guardians are required to provide the following, clearly marked with the child's name:

- Bottles made-up on advance
- Nappies, wipes, creams and/or powders
- A full change of clothes
- Wellies
- Sun hats
- Sun Cream
- Any prescribed medications

Clothing

We ask that all children wear suitable, comfortable clothes, ideal for art work and outdoor messy play. (No 'good' clothes please). Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings are permitted for safety reasons.

Allergies

Please inform us if your child suffers from any allergies. This is recorded on the Registration Form. A Care Plan may be required, especially if your child needs life-saving medication. Management will discuss this with you.

Attendance

It is essential to the efficient running of the service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when your child will be returning. It should be noted that the income received by the service from the Department of Children and Youth Affairs is based on the regular basis. A register of the times and days that children attend is kept. Continued failure to attend may result in your child's place being withdrawn. If a child is absent for 4 weeks, he/she will become a 'leaver' on our system. If a child is absent for more than 4 weeks (without notice) the place can be filled by another.

Fees

- Fees must be paid either weekly or monthly. This must be arranged with the Manager.
- Fees must be paid by bank order – Bank details will be given on enrolment
- A receipt will be issued upon request.

Reviewing Fees:

- Fees are reviewed annually
- Parents/guardians will be informed by giving service notice of increase in fees.
- Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.

Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- There is no reduction in fees for Public Holidays.

Non-payment of Fees:

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

Closure in Exceptional Circumstances:

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions full fees for the closure period will be payable unless the situation continues beyond a reasonable time.

Withdrawal of Children:

Parents/guardians by signing this handbook agree to

- Give 4 weeks' notice, in writing, that the child/children are leaving the service.

Settling In

We aim to ensure children feel safe and secure in the absence of their parents/carers. We will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved. We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling-in period and we are prepared to explore and consider various ways of settling children into the service. All children are individuals and we plan to meet their individual needs and resolve any difficulties quickly and smoothly. If you are experiencing challenges in relation to settling your child we will work with you to assist in making this transition.

Attendance:

It is essential to the efficient running of this service that you inform the Manager if your child is unable to attend the service.

Arrivals:

- Parents/guardians gain access to the service by ringing the bell.
- A member of staff will register each child on arrival.
- Parents/guardians are asked to ensure that all external doors are securely closed for the safety of all the children when they leave.

Late Drop Off:

We ask that children be dropped off at the correct time to avoid disrupting the group once they have started and so that the child benefits from the full daily programme. If a family is running late we ask families to send a message in their WhatsApp group or contact the manager.

Collection:

Parents/guardians must collect their child by the agreed collection time. Parents/guardians will be asked to give the names of at least two other people who are authorised to collect the child.

If the parent is late arriving to collect the child, the person in charge will contact the parent. In the event of being unable to contact the parent, the person in charge will contact the other named persons to collect the child.

If a child is continuously been collected late, the manager may review the child's collection time.

Make sure you inform those named on the Registration form as collectors.

Children will not be released into the care of a person under the age of **18 years** or to a person who appears to be incapable of caring for the child. Should this situation arise the staff will contact an authorised collector. If no one is available to collect your child, we may have no option but to contact the TUSLA social work child protection team or Gardai.

COR Advance September 2022

During September 2022 we will be introducing the Kaymbu APP, this will support two areas in the Early Years.

Family Engagement

Early Years practitioners will be able to Communicate directly with parents and easily share images, videos, documents and daily sheets.

Observations and learning journals

Early years practitioners will use the app to document children's Learning journals and children's observations.

Parents will be required to download the Kaymbu APP, Support will be offered to set up the app.

Working in Partnership with You

- We recognise the importance of working in partnership with you and that you have a central role in educating your child
- We have an "open door" policy where families are always welcome but where the needs of all of the children in our care are always the first priority
- We will give you regular information about your child's progress and welcome your contribution – please share information with us
- We will hold meetings at times suitable to you and have a comments and complaints policy if you encounter any problem
- Please tell us of any difficulties that your child is experiencing at home such as bereavement, illness, relationship breakdown, a new baby – all these can change a child's behaviour and we want to help.
- If a parent needs to be contacted in relation to a concern about behaviour we will do this in a helpful rather than a complaining manner and we will work together, and try to resolve the situation.
- Regular exchange of information with parents is important. Please inform us of change of personal details (e.g.) new house, phone number. Or any additional information you feel will support your child's well-being while in FamiliBase Early years.

Policies

We have a comprehensive set of policies and procedures that our staff are obliged to adhere to. You are welcome to read our main document at any time. This document can be located in the main reception area, on our website familibase.ie or Just ask us!

1. Statement of Purpose and Function
4. New Child Induction pack
5. Settling in Policy
6. Fees Policy
- 8 Risk Assessment
9. Complaints Policy
- 14 Positive Behaviour Policy
15. Administration of Medicine Policy
16. Safe Sleep Policy
17. Curriculum Statement
20. Hand Hygiene Policy
22. Healthy Eating Policy
24. Nappy Changing Policy
25. Infection Control Policy
27. Accident Reporting and Emergency
28. Sun Protection
30. Outings Policy
31. Toileting & Toilet Training Policy
33. CCTV Policy

Consent for holding and sharing information (please tick to consent):

- We hold details of information about you and your family, like you name, DOBs and address, on a secure online application called Salesforce
- We hold information about interventions, work completed and conversations we have with you on a secure online application called Salesforce. This helps us to provide the best service we can.
- We may share and receive information about you to other services that you are working with, and we will inform you when this is happening, this will only be done with your consent.
- In some cases, we may be obliged to share information about you without your consent. This is in cases where you may harm yourself or someone else, or there is a child protection/welfare concern.

Adult/Parent/Guardian Name: _____

Signature: _____

Date: _____

Staff Member: _____

PLEASE SIGN and RETURN THIS SLIP

I have read the Parents Handbook and I agree to abide by the conditions therein.

I am aware that this service has comprehensive policies and procedures and that these are available to read upon request, located in the main reception area and on their website familibase.ie.

I have been given a copy of the consent and sharing information form.

Child's name is: _____

Date commenced at: _____

Parents Name(s) (Block Capitals) and signature(s):

1. _____

2. _____

Dated: _____