

LINKS CRECHE			LINKS CRECHE & MONTESSORI POLICIES AND PROCEDURES
Date: March 2018	Document: PPP.03.18	Revision: 01	Approved by:

LINKS CRECHE & MONTESSORI POLICIES & PROCEDURES

1. Day care facilities are available from 7.30am to 6.30pm or 7.00am to 7.00pm depending on the crèche. There is a €7.00 penalty fee for each 15 minute period after your particular crèche's closing time.
2. The crèche remains open throughout the year with the exception of the following times: Christmas Eve, Good Friday and all Bank Holidays.
3. Fees are payable on a 52 weeks basis and all absences and holidays must be paid for. This applies for **all children (both day care children and after-school children)**. There is no exception to this policy. Fees are payable monthly in advance by direct debit.
4. Fees are reviewed in September on an annual basis and are subject to change.
5. Should a discount be offered they are at the sole discretion of management and may be amended or withdrawn without reason or notice at any time. Should a sibling discount be offered it is applied to standard care only and not to extra care.
6. A booking deposit of €500 (€300 for our Balbriggan Centre) is required along with a completed application form before a child's place is secured. €50 of this deposit will cover an initial booking administration fee and is non-refundable. The deposit balance of €450 (€250 for our Balbriggan Centre) will be held onto separately until the child leaves where it will be refunded in the month following a child's finishing date once the terms of our termination and billing agreement have been met and all balances on your account are paid in full. In the event of a booked place not being taken up and/or being cancelled by you the deposit will be forfeit and therefore non-refundable.
7. Children who are sick should not be brought to crèche. Please note in particular the following procedures regarding specific conditions:
 - Vomiting and Diarrhoea – your child must be kept at home for a 48 hour period after the symptoms cease.
 - High Temperature – your child should not attend the crèche until the temperature is normal.
 - Infectious running nose – your child should not attend the crèche.
 - Any other illnesses that may be deemed to be contagious.

If you are in any doubt about your child's condition please refer to your doctor. It is imperative that all families respect this policy in order to maintain a healthy environment at the crèche.

8. Creams, ointments, sticking plasters and any medication, prescription or non-prescription must be signed for by a parent prior to administration by a member of staff. In addition staff members are not permitted to administer the first dose of any medication, cream or antibiotic prescribed for a child.
9. Parents are obliged to contact the crèche if a child is absent through illness.
10. Links Crèche and Montessori operate an open door policy. Parents are welcome to visit any time whilst their child is in attendance at the crèche.
11. If anyone other than a parent is collecting a child the crèche must be informed in advance otherwise staff members are not permitted to let the child leave.
12. We will endeavour to cater for specific needs, dietary or otherwise as long as these are brought to our attention when you register your child.
13. Links Crèche and Montessori is covered by a special insurance scheme for all children while on the premises, in school car or minibus and on day trips.
14. Babysitting for parents of children who attend Links Crèche and Montessori is not permitted.
15. Links Crèche and Montessori have written policies on Disciplinary Procedures, Health and Safety, Child Protection and Fire Procedures.
16. If there is something in particular you wish to discuss an appointment should be arranged.
17. One month's notice must be given in writing for a change of care for a child, including a decrease in care and for the termination of care.
18. For security CCTV Cameras are located in each room of the crèche. Daily footage is recorded and is kept for a period 48hours. If an incident occurs a parent can request to view the footage, the amount of which must be in compliance with the Data Protection Act.