1. About Us

1.1 Mission Statement

We aim to provide the highest standard of care throughout our comprehensive range of services, from baby, wobbler, toddler, through Pre-School/Naiscoil to afterschool. We strive to provide as flexible a service as possible, continuously consulting with you to provide an excellent early childhood and education experience. Above all we aim to provide a service which is a home-away-from-home for your daughter or son.

1.2 Our Ethos

Our early childhood care and education service is based on a strong value-based ethos. We believe that the values of justice, inclusivity, equality, respect and dignity are central to the operation of Links Childcare. These values are applicable to all stakeholders, parents/guardians/other care givers, children and staff. They promote a strong caring ethos which benefits us all but particularly your daughter or son.

1.3 Our Practice

Links Childcare – Towards the Provision of a Quality Service.

At Links Childcare we believe that quality is a subjective and dynamic concept that is difficult to define. We also believe that it is something which is constantly evolving and the journey towards quality must be viewed as a continuous process as opposed to a product. We are actively involved in improving the service which we provide by inviting feedback from parents in each of our créches.

While supporting the concept of that evolving process Links Childcare believes that the following five areas are fundamental prerequisites for the provision of a quality service.

Environment, nutrition, stimulating curriculum, qualified caring staff and a flexible service.
1.4 Statement of Purpose

Policy Statement

Links Childcare will aim to ensure that the childcare services provided are in accordance with the Pre-School Regulations. Links Childcare provides a range of childcare services for children aged 3 months to 12 years.

Opening Hours:

- Opening hours vary depending on crèche location*
  - 7:30am-6:30pm - The Links Portmarnock, Kinsealy, Drumcondra, Malahide, Clonee, Clontarf
  - 7:00am-7:00pm – Blackrock
  - 7:00am-6:30pm – Balbriggan, Citywest, Seabrook Portmarnock, Leopardstown

*There is a €10.00 penalty fee for each 15 minute period after your particular crèche’s closing time. Refer to the Arrivals and Collections Policy.

- The crèche remains open throughout the year on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, with the exception of the following days
  - Christmas Eve
  - ROI Bank Holidays
  - Good Friday
  - Each year, each of our centres may close for up to an additional 3 days over the Christmas holiday period i.e. between the 24th December and 31st December. The actual days over the Christmas period that the centres will close in addition to Christmas Eve will be notified to parents a minimum of 2 months in advance of these crèche closure days. Our fee structure incorporates these as closed crèche days and therefore no changes/discounts will be applicable to fees due to these closures.

Type of Services & Age Range:

- Links Childcare provides care for the following age groups:
  - Nursery Care – 3 months to approx.. 12 months to 18 months
  - Wobbler Care – Over 1 year up to 2 years
  - Toddler Care – 2 years to approx.. 2.5 years/3 years
  - Pre-School Care – 2.5/3 years to 5 years
  - After-School Care – 5 years to 12 years
Links Childcare Policies & Procedures

Our Facilities:

- **State of the Art Facilities**
  - Purpose built facilities
  - Fully equipped rooms tailored to meet the needs and interests of specific age groups
  - Extensive garden areas

- **Safe & Sound**
  - From entering our Links Childcare facilities, it is evident that the safety of your child is of utmost importance
  - Links provides secure drop off and pick up at all our facilities with designated drop off zones
  - The entrance doors in each crèche is fitted with Finger Imaging System, which is easy to use and controls all access to our facility with a touch of your finger. This gives parents quick and secure access to our facilities, while ensuring no unauthorised access
  - All childcare rooms and entrance doors are fitted with CCTV
  - Gates are fitted throughout facilities and on all stairs
  - We operate an open-door policy for all parents, you are welcome to visit your child at any stage during the day

- **Nutrition**
  - Healthy and nutritious food provided by our chefs
  - Operate healthy eating policy

No. of Children per Service

Please refer to the notice board in the reception area of the service.

Review

Management and staff monitor and review the effectiveness of this policy yearly and revise the policy when required