



# Welcome to Links Childcare

Dear Parent/Guardian,

We are looking forward to welcoming your child/ren to Links Childcare. We have put this information leaflet together to help navigate your way through the settling in period and important information we think you will find helpful leading up to your child's first day at Links Childcare.

## Settling In Period

At Links Childcare, we work together with our families to give each individual child the special attention s/he needs to settle into our Nursery & Pre-School with ease. We provide settling-in sessions aimed at gradually introducing both you, the parent and your child into the setting.

During this time, your child will establish a bond with the Educators, we will ask you to spend some time with us and discuss the following with our childcare workers; daily routines, mealtimes, sleeping patterns, special dietary requirements and any other valuable information that will assist us in getting to know your child.

The Crèche Manager will be in contact with you 3-4 weeks before your child's registered start date to arrange settling in dates and times. Please refer to the [Settling In Policy](#) for further details. Settling in periods are allocated to children attending Baby, Wobbler and Toddler care and full-day Pre-School care children. Please note, if the allocated settling hours have to be changed by the parent/guardian, this will incur a service charge. Please contact the crèche manager to request a change.

On your initial settling-in period we ask that only one parent/guardian attend and you bring your completed paperwork. These forms are included in your confirmation of enrolment email. (Please refer to 'New Starter Paperwork Policy'). It is advised that the parents separate from their child during the settling in period to allow the Educators build a connection and bond with the child, parents are more than welcome to view the room from one of the viewing panels for a short period of time.

Please also bring along the following documentation if you have not previously provided it:

- ◇ Child immunisation record
- ◇ Relevant medical reports, if applicable

We operate an open-door policy at Links Childcare, all our crèches are fitted with a finger imaging or facial recognition system, this allows parents access the crèche using their finger/facial image. It will only take a few short minutes to set parents up on the imaging system, during the settling in stage we will capture your finger/facial image on our reception computer.

### What should my child wear to creche:

All children are encouraged to wear comfortable clothes when attending creche, our Pre-School children are asked to wear the Links Childcare uniform while attending Pre-School, further details can be found on page 4. We would ask that children refrain from wearing crocs or open toed sandals when attending creche as they frequently serve as a trip hazard.



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## Items to be Supplied:



Milk Bottle & Water Beaker (must be fully prepared by parents/guardians)



Soothers & container



Nappies



Nappy Cream



Nappy Wipes & Nappy Bags



Change of Clothes



Cellular Blanket for children under 2 years old and/or sleep bag



Long Sleeved Bib

*\*\* All items listed above should be labelled, including clothing. Initials will suffice for smaller items.*

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## [Links Childcare Pre-School](#)

### Pre-School Curriculum

Experts in ECCE, such as Noirín Hayes, TCD, stress that these years are ones where your child should be 'exposed to quality learning experiences in interesting, stimulating environments, building up his/her curiosity, perseverance, problem solving and interest in learning.' Our educators are skilled in providing that environment where it is not just about reading, writing and arithmetic, but one which strives to help your child become more 'independent'.

What is involved in the ECCE curriculum? Our staff delivers an excellent Department of Education and Skills (DES) programme, developed by the National Council for Curriculum and Assessment (NCCA), called Aistear. The curriculum exposes your child to the educational and care environment described above. This programme in turn is supported by a set of quality standards known as Sfolta which helps to ensure the delivery of a quality early childhood care and education experience. [For Further information on 'Our Curriculum' click here.](#)

### Pre-School Uniform

Our Pre-School children are asked to wear the Links Childcare uniform while attending Pre-School (September-June only). This uniform is available from O'Farrell Uniform Suppliers, branches of which are located on the north and south side of the city in Portmarnock, Swords & Stillorgan. The uniform consists of a Links t-shirt and Links full zipped fleece. The t-shirt and fleece can be paired with navy tracksuit bottoms, navy leggings, navy dress and navy skirt.

**At the moment we are finalising a fresh new look for our pre-school uniform, the new style will not be available in time for the start of the new academic year but should be available for purchase in October 2023. Please [click here](#) to order online once available.** Children can wear any practical clothes for the month of September - something that will allow for running, jumping, dancing and is easily cleaned after a fun day!

### Getting Ready for Pre-School

Items you will need to supply

- ◇ Change of clothes
- ◇ Family photographs – parents/grandparents/cousins/pets (for our family corner)
- ◇ 5 photograph's of your child, preferably head shots (for birthday wall/coat hooks etc)
- ◇ Scrap book to document your child's learning journey (approx. 50/60 pages)
- ◇ **Sunscreen (Factor 30+)**

*\*\* All items listed above should be labelled, including clothing. Initials will suffice for smaller items*

**Pre-School start time is at:**

9.30am sharp for all children availing of the ECCE grant and for all children attending ECCE sessional hours (9:30am-1pm)

### Eligibility

For a child to be eligible under the scheme their date of birth must fall within the qualifying age ranges specified by the DCEDIY. Please [click here](#) to find out when your child might be eligible.

When your child transitions into his/her pre-school class please note that his/her current standard care arrangements for Full Day care will continue to apply as normal. Should you require to apply for a change in care please contact the admissions department and this will be subject to availability.



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## Nutrition

Links Childcare provides the healthiest food possible for our children. Our professional chef's provide delicious, fresh and healthy food daily. We understand the importance of developing a healthy eating practice at an early age and we encourage our children to develop a broad range of tastes to stimulate their taste buds. Click [here](#) to get a copy of our current menu.

### **Foods & Snacks**

- ◇ At Links, we promote healthy eating. We operate a 'no sweets policy'. Children must not bring sweets, crisps, biscuits, chocolate etc into creche (this includes birthday cakes).
- ◇ Links Childcare is a Nut Free Zone. The reason for this decision is to protect children who have or may have (un-diagnosed) allergy to nuts. We ask you to check food labels carefully and If your child has eaten peanuts/nuts (or products containing nuts) before coming to Links Childcare please be sure your child's hands and face have been thoroughly washed before entering the creche. Anaphylactic reactions can occur even if the child is within proximity to the allergen.
- ◇ Children attending full day care will be provided with the following meals:
  - ◆ Breakfast
  - ◆ Morning snack (fresh fruit)
  - ◆ Dinner
  - ◆ Evening meal
- ◇ Children attending ECCE Sessional hours only (9:30am-1pm) will be provided with the following meals:
  - ◆ Morning snack (fresh fruit)
  - ◆ Dinner



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## Start Date

During the enrolment process the parent/guardian will have completed an application form. At that stage the start date and available care will have been confirmed with the parent/guardian

Please note that your child's place has been booked at Links Childcare based on the information confirmed at enrolment and subsequently approved by the admissions department. Should the care type or start date differ, it is a separate enrolment process and subject to availability. The start date can be altered by up to 2 weeks depending on availability, provided the admissions department has been informed at least two months prior to the registered start date.

## Billing Information

Fees are payable on a 52-week 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. Direct debits are usually presented to your account on the 5th of each month.

You will receive an invoice for your first month's fees which will be required to be paid on receipt of the invoice and payment can be made either via bank transfer or via card payment over the telephone with our accounts department. Your direct debit will commence from the second month to allow time for receipt of the original direct debit mandate form and set up. Direct debit mandate forms will be provided to you during the enrolment process and the original signed copy of this form should be returned by post to our Head Office address. Upon set up of the direct debit the accounts department will notify you of the date that your direct debit will commence and be presented to your account each month.

The billing period commences on your child's official start date, as noted on the application form. Once the start date is confirmed, payment is due from this date.

## Deposit Details

A deposit is required to secure your child's place in the crèche.

€100 of this deposit covers an initial booking administration fee and this is non-refundable and the deposit balance will be held onto separately until your child leaves where it will be refunded once all of the terms and conditions of the termination and billing agreement have been met and your account has been settled in full.

If you paid a deposit for a grant (ECCE) this deposit will be refunded to you as soon as your funding has been approved.





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## [Policies and Procedures](#)

Please familiarise yourself with the Links Childcare Policies and Procedures by clicking [HERE](#).

## [FAQ's](#)

Should you have any questions prior to your child's start date please do not hesitate to contact us.

[Click here to see our Frequently Asked Questions.](#)

**We look forward to welcoming you and your family  
to Links Childcare.**

**For more information, visit us:  
[www.linkschildcare.ie](http://www.linkschildcare.ie)**

**Contact our head office team at: 1800 93 00 88**



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