



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

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/Naíscoil 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 crèches.

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.



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

1.4 Statement of Purpose and Function

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. This statement is available to all on www.linkschildcare.ie (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at info@linkschildcare.ie.

Opening Hours:

The opening hours are 7:30am to 6:30pm

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

No. of weeks open: 52 weeks

The crèche remains open throughout the year on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, with the exception of the following days

- ROI Bank Holidays
- Each year, each of our centres will close for up to an additional 4 days over the Christmas holiday period i.e. between the 22nd December and 3rd January inclusive. 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:

- Early Years Service and School Age Service
- Age Range:
 - Nursery Care – 3 months to approx. 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 6 years
 - After-School Care – 6 years to 12 years



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

- Care types:
 - Full day care
 - Part time day care
 - Pre-School half-day care
 - School Age care

Programme of Activities:

Nursery & Pre-School Curriculum: [Please read our Curriculum Statement](#)

School Age Children Programme of Activities:

- **Supervised Homework**

A supervised homework period is provided each day after dinner. We aim to complete as much homework as possible with the children during this time.

- **Our Programmes**

Spanish, Physical Education, Sports, Music, Baking, Art.

- **Camps**

Holiday camps are provided during school holiday periods (i.e Easter Holidays) for more information please [click here](#).

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
- The entrance doors in each crèche are fitted with a 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 each crèche 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



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

- **Nutrition**

- Healthy and nutritious food is provided by our chefs at each crèche
- There is healthy eating policy in operation

Child Capacity

Name of the Service	Capacity (No. of Children)
Links Childcare, The Links, Station Road, Portmarnock, Co.Dublin	88
Links Childcare, Seabrook Manor, Station Road, Portmarnock, Co.Dublin	132
Links Childcare, St Olaves, Kinsealy, Co.Dublin	114
Links Childcare, Cornmill, Distillery Road, Drumcondra, Co.Dublin	90
Links Childcare, Abington Wood, Swords Road, Malahide, Co.Dublin	119
Links Childcare, Latchford Place, Clonee, Co.Dublin	109
Links Childcare, Castlelands, Balbriggan, Co.Dublin	115
Links Childcare, Silken Park, Kingswood, Citywest, Co.Dublin	119
Links Childcare, Somerset House, Stradbroke Road, Blackrock, Co.Dublin	240
Links Childcare, Eastpoint Business Park, Clontarf, Co.Dublin	114
Links Childcare, Birch Hall, Clay Farm, Leopardstown, Co.Dublin	83
Links Childcare, Brighton Wood, Foxrock, Co Dublin	66



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

Policies and Procedures

Policies and procedures that Inform the work of Links Childcare can be viewed [here](#).

List of policies and procedures:

1. Links Childcare About Us and Statement of Purpose and Function
2. Links Childcare Admissions Policy
3. Links Childcare Admission for Children with Additional Needs and or Disabilities
4. Links Childcare New Child Starter Paperwork Policy
5. Links Childcare Settling In Policy
6. Links Childcare Fees Policy
7. Links Childcare After-school Programme Policy
8. Links Childcare Policy on the Use of the Climbing Frame to include Risk Assessment
- 8 B Links Childcare Risk Assessment Playground
9. Links Childcare Complaints Policy
10. Links Childcare Confidentiality Policy
11. Links Childcare Partnership with Parents Policy
12. Links Childcare Babysitting Policy
13. Links Childcare Parent Guardian Code of Conduct
- 14 A Links Childcare Promotion of Positive Behaviour Policy Early Years
- 14 B Links Childcare Promotion of Positive Behaviour Policy School Aged Children
15. Links Childcare Administration of Medicine Policy
16. Links Childcare Safe Sleep Policy
17. Links Childcare Curriculum Statement
19. Links Childcare Key Educarer Policy



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

20. Links Childcare Hand Hygiene Policy
21. Links Childcare Immunisation Policy
22. Links Childcare Nutrition and Eating Policy
23. Links Childcare Exclusion of Sick Children Policy
24. Nappy Changing Policy
25. Links Childcare Infection Control Policy
26. Child Allergy and Anaphylaxis Policy
27. Links Childcare Accident Reporting and Emergency Summoning Procedure
28. Links Childcare Sun Protection Policy
29. Links Childcare Infant Formula Policy
30. Links Childcare Outings Policy for After School Children
31. Links Childcare Toileting & Toilet Training Policy
32. Links Childcare Soother Policy
33. Links Childcare Data Protection & CCTV Policy
34. Links Childcare Garda Vetting Disclosure Policy
35. Links Childcare Exceptional Closure Policy
36. Links Childcare Child Protection Policy
37. Links Childcare Inclusion Policy
38. Policy on the Taking and Sharing of Photographs of Children
39. Admission to the Naíscoil Policy
40. Links Childcare Transition from Preschool to Primary School Policy
41. Links Childcare Arrivals and Collections Policy



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

- 42. Links Childcare Use of Creche Lifts Policy
- 43. Links Childcare Drop-off and Collection from Primary School Policy
- 44. Links Childcare Fire Safety Policy
- 45. Links Childcare Waiting List Policy
- 46. Links Childcare Employee Support and Supervision Policy
- 47. Links Childcare GDPR Policy
 - 47.A Links Childcare GDPR Personal Data Register
 - 47.B Links Childcare GDPR Data Breach Handling Procedure
 - 47.C Links Childcare GDPR Subject Access Request Procedure
 - 47.D Links Childcare GDPR Website Privacy Notice
 - 47.E Links Childcare GDPR Privacy Notice for Parents Guardians
 - 47.F Links Childcare GDPR Privacy Notice for Employees
 - 47.G Links Childcare GDPR Privacy Notice for Job Applicants



LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

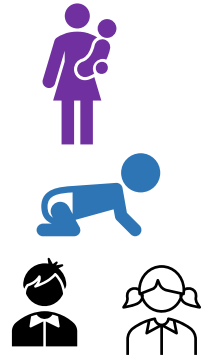
Policy No. 2

Issued: 2014

About Links Childcare (child friendly version)

We are a Nursery, Pre-School and Afterschool club.

- Children in the nursery are called babies, wobblers and toddlers. They are 3 months to 2.5/3years.
- Children in the Pre-School are 3 years to 6 years.
- Children in the after-school club are School Age Children from 4 to 12 years. You can come to the after-school club from Junior Infants all the way up to 6th Class.

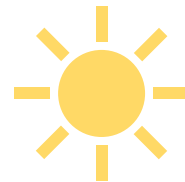


Children can come here all year round except we close for the Christmas Holidays and Bank Holidays. You will not be at school on those days either.

We have a special room for the after-school club and an activity street where you will go to have your meals. We also have an outdoor area where you can play with your friends every day.

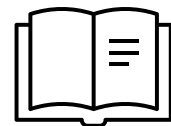
You can come to our camps during your school holidays:

- Easter Camp
- Summer Camp
- Halloween Camp
- Christmas Camp



We do lots of activities:

- Homework club
- Baking
- Arts and crafts
- Board games
- Sports and PE
- Reading and Storytime
- Fun games indoors and outdoors
- Music and Movement





LINKS CHILDCARE POLICIES & PROCEDURES

ABOUT US STATEMENT OF PURPOSE AND FUNCTION

Last Review Date: September 2023

Policy No. 2

Issued: 2014

Review

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

Review Dates:	2015	2016	2018	January 2020	October 2020	March 2021	March 2022	Jan 2023
Sept 2023								