



Shannonvale Complex
Old Cratloe Road
Limerick
V94P3C2

Lámhleabhar Tuismitheoirí (Parent's Handbook)



Opening Hours: 8.45 am to 11.45 am and 12.00 pm to 3.00 pm
Maximum No. of children per class: 22
Montessori: 9.00 am to 12.00 and 12.15 pm to 3.15 pm

Web: www.naionrananog.ie

Email: naionrananog@gmail.com

Facebook: Naionra na nÓg pre-school – Once Upon A Time Montessori

Manager: Yvonne Uí Shúilleabháin

April 2021

MISSION STATEMENT

Naíonra na nÓg is committed to providing a quality service where we take a holistic view of the pre-school child. We do this through the medium of Irish.

ETHOS

The ethos of Naíonra na nÓg is:

- To provide a safe, loving, caring, fun place for children, parents and staff
- To promote equality for all regardless of gender, race, religion or special needs where the service can best provide for the child's needs.
- To provide age appropriate activities which encourage active learning.
- To provide an environment which allows children to express themselves freely.

“MOL AN ÓIGE AND TIOCFÁIDH SÍ”

We use a play based curriculum and are guided by Aistear and Síolta to support children's learning and development. We view all aspects of learning and development equally important and ensure a flexible approach is maintained which responds quickly to individual children's interests, strengths and learning needs. Our curriculum is tailor made according to individual needs which are based on observations that inform our plans.

We acknowledge parents as primary educators and encourage parental partnership as outlined in our parents as partner's policy. We set out to assist all children attending Naíonra na nÓg to attain their maximum potential within their perceived capabilities. Individual child folders are maintained showing each child's abilities, progress and any area that needs further development. We acknowledge that children learn in different ways and different rates and plan for this accordingly.

Naíonra na nÓg

Policies and Procedures

HEALTH AND SAFETY:

In Naíonra na nÓg we will take all reasonable steps to ensure the health and safety of each individual in the service. We will comply with the Safety, health and Welfare Act 2005.

EQUAL OPPORTUNITIES:

All children are unique and special. This service will make sure that no child, parent or staff member will be discriminated against regardless of gender, race, religion or special needs providing that the service can best provide for the child.

CHILD PROTECTION:

The Welfare of each child in this service is of paramount importance. We liaise with the Health Board, district nurse and other professionals. Any concerns that we have will be dealt with in strict confidence and parents will be informed.

CHILD COLLECTION POLICY:

Children attending this service can only be collected by the person/persons named at registration. The parent/guardian must notify staff if an unnamed person is to collect child. It is important that the child is collected at designated time.

VOLUNTEER/STUDENT POLICY:

All volunteers and students will be over the age of sixteen. The volunteers and students are requested to read all policies and procedures of the Naíonra as part of their induction. Volunteers and students will not work unsupervised with groups or individual children.

POSITIVE BEHAVIOUR MANAGEMENT POLICY:

The methods used in this class will only be those, which promote the development of self-discipline and will be developmentally appropriate. They will be reflected throughout our whole service approach. We believe in promoting positive behaviour. We aim to encourage self-discipline and consideration for each other, our surroundings and property. Naíonra rules are concerned with safety and care and respect for each other. The parents, may be asked to meet with staff (or vice-versa) to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between home and service.

STATUTORY RIGHTS POLICY:

Naíonra na nÓg maintain a policy on complying with the Pre-School Regulations 1996 Childcare Act 1991 (Early Years Services) Regulations 2016. We are visited regularly by a Pre-School Officer.

NÍ NEART GO CUR LE CHÉILE

(There is no strength without unity)

Aims and objectives of Naíonra na nÓg

- To provide a quality child-friendly environment that is safe, secure, caring and stimulating.
- To enhance the development and education of children through play.
- To help children acquire Irish in a fun way through free play and planned activities, songs, stories and games.
- To encourage children to develop self confidence and self esteem and to feel valued as an individual.
- To promote children's physical, intellectual language, emotional and social development through play and structured activities preparing them for a smooth transition from pre-school to primary school.
- To regularly observe and plan for each child's progress and to discuss these with parents.
- To honour parent's trust that we will nurture their child and provide quality care.
- To offer a well balanced and well planned curriculum using Síolta and Aistear.
- To work as partners with parents/carers and offer flexibility that allows each child's individual needs to be met.
- To make children/parents feel welcome and provide an atmosphere where children and adults feel happy, valued and comfortable.
- To maintain high standards of education through a commitment to the professional development and ongoing training of all members of staff.
- To encourage an awareness of the necessity to keep abreast with current research, changes and new developments in the field of education and childcare.
- To inspire children to discover that learning for life is fascinating and fun.

Tips for September

The following points may help you and your children ease into their first year of pre-school

- Over the coming months, help your child to open cartons/lids on boxes, drinks, etc. so that he/she will be able to do so independently at break times. Please send re-usable flasks and lunch boxes. No tinfoil or plastic bags. We are teaching the children about recycling, reusing and less waste
- It would greatly benefit your child if he/she was given opportunities to colour at home so he/she will be used to using pencils and colours before September and to help develop his/her hand eye co-ordination.
- Please ensure that your child's name is written on all of his belongings. (Lunchbox, jacket, jumper, etc.)
- Please send change of clothes in your child's school bag.
- Please do not send your child to school if sick or feeling unwell. Our policy is children must be on an antibiotic for at least 3 days prior to returning to school to prevent cross infection.
- Encourage your child to put on and take off his jacket by himself/herself
- Rehearse sharing and taking turns.
- Encourage your child to take responsibility for his/her own belongings.
- Drop and Go! If your child is unsettled in the mornings, it is best if parents/guardians leave it to the teacher to settle him and for you to leave as quickly as possible. Children are easily distracted and tears dry up amazingly fast once they become absorbed in activities!
- Children attending the Naíonra will be toilet trained. Staff understand that a child may have an accident from time to time. If there is an accident the matter will be treated with discretion.
- Should any piece of equipment (jigsaw, bricks etc) turn up in your child's bag or pocket please return to the Montessori as soon as possible. All equipment is expensive to replace and one missing piece can mean something like a jigsaw is useless. **Children are requested not to bring their personal toys to the class.**
- Once your child has started pre-school, take time to talk to him/her each day to find out about his/her day's activities, the new friends he/she have made and generally have a positive attitude towards this new and exciting time in his/her life.
- Children are not insured on the premises outside of their class time i.e. Naíonra - 8.45 a.m. – 11.45 and 12.00 – 3.00 pm and Montessori 9.00 a.m. to 12.00 and 12.15 p.m. to 3.15 p.m. Please ensure punctuality at all times as some children may become distressed.

Speak Irish in the Home

The Advantage of Bilingualism

Communication with the family and the community

- A child being reared bilingually can develop a close and special relationship with each parent. Being bilingual creates a bridge between generations.

Twice the enjoyment of reading and writing

- A bilingual can enjoy two literatures in their original language. This can open up a deeper understanding of different traditions, ideas, ways of thinking and behaving.

Access to two cultures

- Being bilingual, means having access to two cultures, two worlds of experience.

Tolerance of other languages and cultures

- With bilingualism comes a greater tolerance of differences in cultures, creeds and customs.

Thinking benefits

- Research has shown bilingualism can give people particular advantages in thinking.

Raised self-esteem

- Children feel good about themselves and their abilities, when able to switch naturally between languages.

Security in identity

- Language is an important part of a person's heritage.

Educational benefits

- Research has shown that children who have two languages tend to do better in the curriculum and to show slightly higher performance in examinations.

Easier to learn a third language

- From European research, bilinguals tend to find it easier to learn other languages.

Employment advantages

- A person with two languages will have a wider choice of jobs available in the future.

“A Parents’ and Teachers’ Guide to Bilingualism”
Colin Baker

Awards to date

2019	Kindness Flag – Promoting the Message of Kindness and paying it forward.
2018	Finalist Canavan Byrne Early Educators of the Year.
2017	Healthy Ireland Award recognising Naíonra na nÓg as a health promoting preschool
2017/2016	Learning Story Awards from Early Childhood Ireland depicting quality learning taking place in our service.
2017	Highly commended Inspired Practice Award from Early Childhood Ireland
2016	Level 4 Síolta Validation - highest level achievable in implementing the Síolta standards of quality practice
2016	Boots Maternity and Infant Best Indoor Learning Environment in Ireland

Our team is committed to ongoing professional development and all staff are highly qualified. Our team is all Garda vetted and work to the highest standards ensuring excellence in care and education of our young páistí.

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<u>Team Member</u>	<u>Qualification</u>	<u>Experience in Early</u>
<u>Years</u>		
<u>Yvonne O’Sullivan</u> Manager	MA Early Childhood and Adolescent Studies BA Early Childhood Practice Certificate First Aid/Manual Handling	21
<u>Sara Darcy</u> Early Year’s Practitioner	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	7
<u>Niamh Breen</u> Early Year’s Practitioner	FETAC Level 6 Major Award Certificate First Aid/Manual Handling	5
<u>Robyn O’Brien</u>	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	4
<u>Alison Collins</u> Early Year’s Practitioner	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	3
<u>Emma O’Rourke</u> Early Year’s Practitioner	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	3
<u>Niamh Brennan</u> Early Year’s Practitioner	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	2
<u>Sasha Maxwell</u> Early Year’s Practitioner	FETAC Level 6 Advance Certificate Certificate First Aid/Manual Handling	6
<u>Anna O’Grady</u>	BA Early Childhood Care and Education	

Early Year's Practitioner	Certificate First Aid/ Manual Handling	1
<u>Kavleigh McNamara</u> Early Year's Practitioner	FETAC Level 5 Advance Certificate	5
<u>Katie Minihan</u> Early Year's Practitioner	FETAC Level 6 Advance Certificate	5
<u>Grace Garvey</u> Early Year's Practitioner	FETAC Level 5 Advance Certificate Certificate First Aid/Manual Handling	5
<u>Chloe Reddan</u> Early Year's Practitioner	FETAC Level 5 Advance Certificate Certificate First Aid/ Manual Handling	1
<u>Sarah McGee</u> Montessori Manager	BA Early Childhood Care and Education Certificate First Aid/ Manual Handling	12
<u>Rajwinder Kaur</u> Montessori Teacher	FETAC Level 6 – Advanced Certificate in Early Childhood	6
<u>MaryLouise</u> Montessori Teacher	BA Early Childhood Care and Education Certificate First Aid/Manual Handling	1

Policies of Naíonra na nÓg

1. The Naíonra opens 5 mornings and 5 afternoons per week. The morning sessions run from 8.45 a.m. to 11.45 a.m. and 9.00 to 12.00. The afternoon sessions run from 12 noon to 3 p.m. Montessori sessions: morning 9.00 to 12.00 and afternoon 12.15 to 3.15
2. Irish is the language of the Naíonra. Please try to support our efforts by using the Irish you know in the Naíonra and at home.
3. The cost will be €300 per month. Fees **must** be paid a month in advance and envelopes are provided for your convenience. Should your child qualify for the Government free pre-school place you will be required to fill in the form in September.

ECCE eligibility dates:

Children born between the following dates:

Free:

1st Jan 2017 and 31st Dec 2017

1st Sept 2020 and 2021

1st Jan 2018 and 31st Dec 2018

1st Sept 2021 and 2022

1st Jan 2019 and 31st Dec 2019

1st Sept 2022 and 2023

1st Jan 2020 and 31st Dec 2020

1st Sept 2023 and 2021

1st Jan 2021 and 31st Dec 2021

1st Sept 2024 and 2025

4. In case of absence we are obliged to charge as our overheads are high.
5. The children bring their own lunch.
6. Please ensure that children arrive on time and are collected on time. Should you be delayed for any reason please let us know. If for any reason the person named on registration form is not collecting child please let staff know.
7. School uniforms are available to purchase. Red polo shirt and navy sweat shirt-size 3-4 years, 5-6 years and 7-8 years.
8. We encourage healthy eating and ask for a healthy lunch to be sent to school.
9. Please provide a spare change of clothes clearly marked with your child's name that can be left in their bag.
10. Please do not send you child to school if they are ill or if they have had a **temperature, diarrhoea or vomiting in the previous 24 hours.**
11. Please keep main door closed at all times.
12. We encourage children to partake in recycling and include this in our curriculum. We request that children bring all rubbish home with them and encourage the use of lunch boxes and reusable flasks.
13. Please make cheques payable to Yvonne O'Sullivan

We sincerely hope that each child enjoys his/her year in the Naíonra and benefits from all the experiences the Naíonra will offer.