Polasaithe an Naíonra

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Polasaí an Naíonra

1. Seirbhís Naíonra d'ardchaighdeán a chur ar fáil do leanaí idir 3 agus 5 bliain d'aois.

2. Tá sé mar pholasaí ag an Naíonra seo timpeallacht taitneamhach, spreagúil, tacúil, fáiltiúil, sláintiúil, sábháilte a chur ar fáil do gach leanbh.

3. Beidh sé mar phríomhfheidhm ag an Naíonra:
    - Naíonra a reachtáil trí mheán na Gaeilge.
    - Deis agus tacaíocht a thabhairt don leanbh óg an Ghaeilge a shealbhú go nádúrtha, agus, i gcás linbh le Gaeilge ón mbaile, cabhrú le saibhriú na Gaeilge.
    - Cabhrú le forbairt iomlán an linbh a chur chun cinn trí mhodh an tsúgartha, ag tacú le ról na dtuismitheoirí i bhforbairt agus in oideachas an linbh.
    - Deiseanna comhionannais a chur chun cinn do gach leanbh.
    - Seirbhís tacaíochta d'ardchaighdeán a sholáthar do thuismitheoirí.

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The Naíonra Policy

1. To provide a quality Naíonra service for children in 3-5 year age group.

2. The Naíonra endeavours to provide a pleasant, stimulating, welcoming, safe and healthy environment for all children.

3. The Naíonra aims to:
   - to run the service through Irish.
   - to provide the child with the necessary opportunity and support to acquire Irish naturally, and in the case of a child whose home language is Irish, to facilitate the enrichment of that child's first language.
   - to promote the total development of the child through play, while supporting the role of the parent in the development and education of their child.
   - to promote equal opportunities for all children.
   - to promote a quality support service for parents.

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Polasaí Bia

Is ócáid speisialta am bia sa Naíonra le caidreamh sóisialta a chothú idir na leanaí agus an fhoireann.

- Moltar bia folláin a chur sa bhosca lóin.
- Beidh meas ar aon riachtanais bhia nó toil an tuismitheora.
- Iarrtar ar thuismitheoirí teorainn a chur le soláistí mar mhilseáin, crisps, guma cogainte, cnónna, milseoga agus deochanna coipeacha (fizzy drinks).
- Is fearr gan phís thalún (peanuts) a chur sa bhosca lóin, mar amanna bíonn ailéirge ar leanbh don ábhar sin, d'fhéadfadh leanbh píosa lóin a roinnt lena chairde.
- Má tá aon ailéirge ar do leanbh ba chóir é a chur in iúl don naíonra.

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Food Policy

Lunchtime is a special time in the Naíonra, used to foster social relationships between the children and the staff.

- Please put healthy food in the lunchbox.
- We will respect any dietary requirements or parental choices.
- We request that parents limit the snacks in the lunchbox, eg sweets, crisps, chewing gum, nuts and fizzy drinks.
- Please do not include peanuts in any lunchbox. On occasion some children are allergic to them and children often share lunch.
- If your child has any allergy please inform the Naíonra immediately

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Polasaí Cáilíochta agus Traenála na Foirne

Is é aidhm an naíonra seirbhís chúram leanaí d'ardchaighdeán a chur ar fáil do gach leanbh. Beidh caighdeán an naíonra ag brath ar chaighdeán na foirne ag obair sa tseirbhís. Is í an eochair do chaighdeán foirne ná traenáil – treanáil aitheanta, bunthraenáil, traenáil inseirbhíse agus leanúnach. Tá caidreamh agus idirghníomhaíochtaí mar dluthchuid de naíonra ar ardchaighdeán.

- Tá buncháilíocht i gcúram leanaí – Dianchúrsa Fhorbairt Naíonraí Teoranta, le tréimhse chleachtadh oibre i naíonra aitheanta, ag gach ball den fhoireann.

- Tá Teastas Céad Cabhrach suas chun dáta ag gach ball den fhoireann.

- Tá an naíonra meáite d'fhorbairt phroifisiúnta leanúnach na foirne agus spreagtar iad chun glacadh le deiseanna traenála go rialta.

- Cuirtear traenáil inseirbhíse ar fáil ar bhonn rialta chun an fhoireann a choiméad ar an eolas agus suas chun dáta i gcúrsaí cúram leanaí.

- Spreagtar an fhoireann chun freastal ar sheimineáir agus ar chomhdhálacha cuí.

- Spreagtar agus tugtar deis don fhoireann freastal ar thraenáil aitheanta chun cáilíochtaí ag leibhéal 5 & 6 CDBO (Comhairle na nDámhachainní um Breisoideachas agus Oilúna) a bhaint amach.

- Beidh duine den fhoireann tar éis freastail ar an gClár Cosaint Leanaí faoi stiúir Fheidhmeannacht na Seirbhíse Sláinte.

- Is féidir teastais na foirne a iniúchadh sa naíonra.

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Qualification and Training Policy

The Naíonra aims to provide a quality childcare service through Irish for all children. The quality of the Naíonra will depend on the quality of the staff working in the service. The key to staff quality is training – both accredited long-term and in-service training. Relationships and interactions are also a crucial part of a quality Naíonra service.

- Each staff member has a basic childcare qualification, i.e. Forbairt Naionraí Teoranta's basic childcare course followed by a period of work experience in a registered Naíonra.

- Staff have an up-to-date First Aid Certificate.

- The Naíonra is committed to the ongoing professional development of its staff and they are encouraged to avail of training opportunities on a regular basis.

- In-service training is made available on a regular basis to keep staff informed and up-to-date. Staff is encouraged to attend relevant seminars and conventions.

- Staff are facilitated and encouraged to attend accredited training so that they can achieve higher level qualifications, i.e. FETAC levels 5 & 6.

- A member of staff will have attended the Child Protection Programme "Children First" under the direction of the Health Services Executive.

- Staff Certificates are available for inspection in the Naíonra

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Clár agus Áiseanna

Cuireann an Naíonra clár leathan, solúbtha atá bunaithe ar na séasúir agus ar fhéilte na bliana ar fáil do leanaí. Cuireann an clár béim ar spraoi le scileanna foriomlána an linbh a chur chun cinn, idir scileanna sóisialta, intleachtacha, luaile agus pearsanta. Cuirtear gníomhaíochtaí ar fáil atá oiriúnach don aoisghrúpa seo, le héisteacht, cuimhne, comhleanúint agus réiteach fadhbanna a fhorbairt sa leanbh ar mhaithe le neamhspleáchas, féinmhuinín agus féinmheas.

Tá na háiseanna atá ar fáil de réir na *Rialacháin Um Chúram Leanaí (Seirbhisí Réamhscoile)*, 2006, maidir le teas, spás, solas agus córas sláintíochta. I measc na n-ábhar atá ar fáil do leanaí tá gaineamh, uisce, cré, péint, leabhair, míreanna mearaí, cluichí boird agus puipéid.

Tá trealamh ar fáil freisin do chluichí samhlaíochta agus tógala chomh maith le bord dúlra agus bord fuaime, do cheol agus gluaiseacht agus cluichí urláir.

Baineann na leanaí leas as modh an t-súgartha, scéalta, rannta agus amhráin le Gaeilge a shealbhú go nádurtha. Creideann saineolaíthe oideachais go dtugann an dátheangachas buntáistí dearfa ar leith do leanaí – aclaíocht, géire agus gastacht intinne. Tugann an dátheangachas súil eile ar an domhan don pháiste.

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Activity Programme and Facilities

The Naíonra provides a broad and flexible activity programme based on the seasons and annual festivals. The programme places an emphasis on play to develop the children's skills in a holistic manner, to include social, cognative, motor and personal skills. The activities are suitable for this age-group, to develop listening, memory, comprehension and problem solving skills and to increase their independence, self-confidence and respect.

The facilities fulfill the requirements in accordance with Childcare Regulations (Pre-school Services), 2006, in relation to heat, space, light and safety. Sand, water, paint, books, jigsaws, board games and puppets are among the resources available to the children.

There is also equipment available for imaginative and construction games along with a nature table and music table.

Play, storytelling, rhymes and songs are used to help the childen acquire Irish naturally. Educational experts believe that bilingualism bestows many positive benefits on children. Bilingualism gives the children another view of the world.

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Polasaí Cosaint Leanaí

Tá an naíonra faoi réir ag an *Acht um Chúram Leanaí, 1991*, agus ag na *Rialacháin um Chúram Leanaí (Seirbhísí Réamhscoile), 2006*.

Tá sé mar pholasaí ag an naíonra cosaint a thabhairt do na leanaí in aghaidh aon díobháil chorpartha, ghnéasach nó mhothúchánach.

Cuirtear an polasaí seo i bhfeidhm trí:

- Chód iompraíochta idir oibrithe agus leanaí a bheith againn
  - cluas éisteachta do leanaí,
  - urraim agus meas a bheith ar gach leanbh ar leith,
  - na leanaí a bheith páirteach i ndéanamh cinnidh nuair is cuí,
  - leanaí a spreagadh agus a mholadh.
- Polasaí agus próiséas earcaíochta a bheith againn chun a chinntiú go bhfuil teastas imréiteach ón nGarda Síochána á lorg agus go bhfuil seiceáil déanta ar theastais teistiméireachta .
- Polasaí i gcoinne bullaíochta a bheith ag an Naíonra.
- Duine ainmnithe le bheith freagrach as aon imní faoi chosaint leanaí.

  Is í/é _____ an duine ainmnithe.
- Oiliúint maidir le cosaint leanaí a chur ar fáil don fhoireann.
- Imní faoi chosaint leanaí a thuairisciú mar atá leagtha síos sna treoirlínte náisiúnta do chosaint agus leas leanaí *Tús Áite do Pháistí*.

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Child Protection Policy

The Naíonra is regulated by the Childcare Act, 1991, and the Childcare Regualtions (Preschool Services), 2006.

It is the policy of this Naíonra to protect each child against any bodily, sexual or emotional abuse.

This policy is implemented by:

- Code of Behaviour between employees and children
    - To listen to children
    - To respect each individual child
    - To include the children in decision making when appropriate
    - To inspire and praise children.
- Employment policies and procedures to ensure vetting of all staff by An Garda Síochána and that all references are checked.
- Anti-bullying policy.
- One named person to be responsible for child protection. That person's name and contact details are: _____.
- Providing training for all staff members on child protection.
- Reporting any worries about child protection issues as outlined in the national child protection guidelines *Children First*.

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Druil Dóiteáin

- Séid an Fheadóg má chloiseann tú an t-aláram dóiteáin.
- Cuir na leanaí i líne, Stiúrthóir ag barr na líne agus Stiúrthóir eile ar chúl.
- Tóg leat an leabhar rolla.
- Siúil amach leis na leanaí, féach chuige nach bhfuil aon leanbh fágtha sa seomra nó sa leithreas.
- Dún an doras.
- Téigh go dtí an pointe tionóil.
- Glaoigh an rolla.
- Cuir glaoch ar an mbriogáid dóiteáin.
- Ná fág na leanaí gan Stiúrthóir.
- Fan amuigh.

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Fire Drill

- If you hear the fire alarm, blow the whistle/ring the bell.
- Get the children in line, with one Stiúrthóir at the top of the line and another at the back.
- Bring the roll book with you.
- Walk out with the children, ensuring that no child is left in the room or the toilet.
- Close the door after everyone has left the room.
- Go to the meeting point.
- Call the roll.
- Telephone the Fire Services.
- Do not leave the children without a Stiúrthóir under any circumstances.
- Stay outside.

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Polasaí Gaeilge

Foghlaimíonn gach leanbh an mháthair-teanga go nádúrtha agus gan stró de réir mar a bhíonn sé ag fás agus ag forbairt. Is ar an mbonn bog, réidh, nádúrtha ceanna a bhíonn an Ghaeilge mar theanga chumarsáide sna Naíonraí. Sa Naíonra ní chuirtear brú ar aon leanbh an Ghaeilge a labhairt, cé gurb í an Ghaeilge gnáth-theanga chumarsáide na Stiúrthóirí i gcónaí.

- Is i gcomhthéacs an tsúgartha a thagann an leanbh i dteagmháil leis an nGaeilge. Cuirtear béim ar an scéalaíocht, an amhránaíocht, an aithris rithimiúil. Baineann an leanbh sult as a bheith ag déanamh aithrise ar na struchtúir bheaga Ghaeilge a chloiseann sé sa Naíonra.

- Is mór an buntáiste an Naíonra do leanbh a thagann ó chúlra Gaeilge freisin, bainfidh sé tairbhe as an taithí nua, tiocfaidh forbairt ar a chumas cainte, leathnaítear a fhoclóir agus saibhrítear a chuid Gaeilge.

- Tá béim mhór anois thar mar a bhí riamh ar an dátheangachas. Tá an dátheangachas mar gnás in a lán tíortha. Ta dhá theanga, ar a laghad, in úsáid go rialta ag breis agus leath de dhaonra an domhain.

- Tá teangeolaithe lán-chinnte gur fearr a fhoghlaimíonn leanaí teanga bhreise (an dara teanga) agus iad an-óg. Bíonn solúbthacht aigne iontu a chabhraíonn leo agus iad an-óg. Is cinnte freisin gur fearr an solúbthacht tuisceana a bhíonn ag an té a mbíonn dhá theanga á láimhseáil aige.

- Creideann an Naíonra gur trí dheis a thabhairt don leanbh éisteacht le Gaeilge, go sealbhóidh sé/sí an dara teanga - trí éisteacht, trí thuiscint, trí aithint focal agus struchtúr agus de réir a chéile trí fhrasaí agus abairtí a chur le chéile dó/di féin.

- Tá na Naíonraí Gaeilge faoi stiúir Fhorbairt Naíonraí Teo – rud a chinntíonn comhchaighdeán sár-ard i measc Naíonraí Gaeilge ó cheann ceann na tíre.

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Irish Language Policy

Every child learns his/her mother tounge naturally and without effort as he/she grows and develops. It is in the same easy natural way that Irish is used as a spoken language in the Naíonra. In the Naíonra no pressure is put on any child to learn Irish, even though Irish is the normal language of communication by adults in the Naíonra.

- It is in the context of play that the child comes into contact with Irish in the Naíonra. Emphasis is placed on storytelling, on singing, on rhythmic repetition. The child enjoys repeating the little Irish structures he hears in the Naíonra.
- Children from an Irish speaking background will benefit from this new experience. The Naíonra will help to develop their speaking ability, enrich their competence in Irish and extend their vocabulary.
- More than ever now there is great emphasis on bilingualism. Bilingualism is the norm in many countries. More than half the population of the world speaks more than one language regularly.
- Linguists are very definite about the fact that children learn an extra language (the second language) much better when they are very young. Children have a flexibility of mind, which helps them when they are very young. It is true also that the person who is handling two languages has a greater flexibility of understanding.
- The aim in the Naíonra is that each child will acquire the second language in the same way in which he acquired the first – by listening, understanding, isolating words and structures and eventually producing words, phrases and sentences.
- Naíonraí are under the direction of Forbairt Naíonraí Teo which ensures equal high standards amongst all Naíonraí throughout the country.

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Polasaí ar Ghalair Thógálacha

Tá sé mar aidhm ag an Naíonra seo timpeallacht sábháilte agus sláintiúil a chur ar fáil do leanaí, don fhoireann agus do thuismitheoirí.

Ní cóir do leanbh atá tinn thar oíche freastal ar an Naíonra.

Má tá galar tógálach ar leanbh, m.sh. deilgneach, an bhruitíneach dhearg, leicneach, tá sé tábhachtach go gcuirfidh an tuismitheoir é sin in iúl don Naíonra, sa chaoi gur féidir fógra a thabhairt do thuismitheoirí eile.

Tá sé de chúram ar fhoireann an Naíonra, má tá galar tógálach ann, fógra dátheangach faoi sin a chur ar an doras taobh amuigh. Ar an mbealach sin tá rogha ag tuismitheoirí.

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Contagious Illness Policy

The Naíonra aims to provide a safe and healthy environment for children, staff and parents.

No child who has been unwell over night should attend the Naíonra.

If a child has a contagious illness, eg chicken pox, measles, mumps, parents must inform the Naíonra in order to let other parents know.

If there is a contagious illness in the Naíonra, the Naíonra staff must place a bilingual notice on the outside of the door to the Naíonra. That way parents may make an informed choice.

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Polasaí Gearáin

Tá _____ roghnaithe ag Coiste Naíonra _____ mar theagmhálaí idir an Coiste agus Stiúrthóirí an Naíonra.

Do Choiste Naíonra:

Má tá fadhb ag an gCoiste le foireann an Naíonra tabharfaidh _____ cuireadh dóibh teacht chuig cruinniú neamhfhoirmiúil leis an bhfadhb a phlé chomh cairdiúil agus is féidir. Ba cheart seomra príobháideach a chur ar fáil agus neart ama a bheith ann leis an scéal a shocrú. Cuirfidh sé an gearán os comhair an Stiúrthóra, ba cheart dó éisteacht mhaith a thabhairt don Stiúrthóir. Nuair atá an scéal pléite ag an dá thaobh tá seans maith ann go mbeidh socrú an ghearáin ar fáil.

Mura bhfuil réiteach le fáil ag an gcruinniú nó má leanann an fhadhb ar aghaidh, tar éis tréimhse ama aontaithe cuirfidh _____ an gearán i scríbhinn chuig an Stiúrthóir i gceist agus cóip chuig Coiste an Naíonra.

Mura bhfuil an gearán socruithe go sásúil tar éis tamaill eile ba chóir do Choiste cruinniú a shocrú le Stiúrthóirí an Naíonra leis an scéal a phlé. Ba cheart éisteacht le tuairimí an Stiúrthóra agus an gearán a phlé go hiomlán. Ba chóir gach iarracht a dhéanamh le teacht ar shocrú a bheas sásúil don Stiúrthóir agus do Choiste an Naíonra.

Má theipeann ar gach iarracht go dtí seo leis an ngearán a réiteach, moltar go gcuirfí duine neamhspleách mar idirghabhálaí ar fáil. Scrúdóidh an t-idirghabhálaí aon ábhar a bhaineann leis an ngearán agus labhróidh sé le gach duine atá bainteach leis. Glacfaidh an t-idirghabhálaí cinneadh agus cuirfidh sé moltaí le chéile más gá. Cuirfear Coiste an Naíonra agus an Stiúrthóir ar an eolas faoin gcinneadh agus faoi na moltaí seo.

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Do Stiúrthóirí Naíonra:

Má tá fadhb agat mar Stiúrthóir déan teagmháil leis an duine thuas luaite agus déan d'fhadhb a phlé leis, bí sásta an fhadhb/gearán a phlé go hiomlán sa chaoi gur féidir teacht ar réiteach sásúil.

Muna bhfuil réiteach le fáil ag an gcruinniú nó má leanann an fhadhb ar aghaidh tar éis tréimhse ama aontaithe cuir an gearán i scríbhinn chuig Coiste an Naíonra.

Muna bhfuil foireann an Naíonra sásta go bhfuil an gearán socraithe go sásúil tar éis tamaill eile déan teagmháil arís leis an teagmhálaí, ag rá gur mhaith leat freastal ar chruinniú Coiste leis an scéal a phlé. Ba cheart an gearán a phlé go hiomlán agus gach iarracht a dhéanamh teacht ar shocrú a bheas sásúil don fhoireann agus do Choiste an Naíonra.

Má theipeann ar gach iarracht go dtí seo an gearán a réiteach, moltar go gcuirfí duine neamhspleách mar idirghabhálaí ar fáil. Scrúdóidh an t-idirghabhálaí aon ábhar a bhaineann leis an ngearán agus labhróidh sé le gach duine atá bainteach leis. Glacfaidh an t-idirghabhálaí cinneadh agus cuirfidh sé moltaí le chéile más gá. Cuirfear an Stiúrthóir agus Coiste an Naíonra ar an eolas faoin gcinneadh agus faoi na moltaí seo.

Do Thuismitheoirí:

Glacann Coiste agus Stiúrthóirí an Naíonra leis gur ar thuismitheoirí atá príomhchúram oideachais a gcuid leanaí agus mar gheall ar sin cuirimid fáilte roimh thuairimí, moltaí agus gearáin na dtuismitheoirí sa chaoi is go mbeidh sé ar ár gcumas seirbhís d'ardchaighdeán a chur ar fáil do leanaí.

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Má tá gearán agat faoin gCoiste, faoi fhoireann an Naíonra nó faoin tseirbhís moltar duit na céimeanna seo a leanas a ghlacadh:

Labhair leis an Stiúrthóir ag am a oireann duit féin agus don Stiúrthóir tar éis sheisiún an Naíonra. Mínigh do ghearán ar dtús ag tabhairt sonraí di. Tabhair seachtain nó dhó di, ag brath ar an bhfadhb, leis an ngearán a shocrú.

Muna bhfuil réiteach na faidhbe le fáil ag deireadh na tréimhse sin nó má leanann an fhadhb ar aghaidh cuir d'fhadhb i scríbhinn chuig an Stiúrthóir agus cóip den litir chuig Rúnaí Choiste an Naíonra.

Muna bhfuil réiteach ar an scéal fós tar éis tréimhse ama aontaithe, abair le Rúnaí an Choiste gur mhaith leat bualadh leis an gCoiste. Ag an gcruinniú seo tabhair sonraí an ghearáin arís, bí solubtha agus déan iarracht teacht ar réiteach.

Má theipeann ar gach iarracht go dtí seo an gearán a réiteach, moltar go gcuirfí duine neamhspleách mar idirghabhálaí ar fáil. Scrúdóidh an t-idirghabhálaí aon ábhar a bhaineann leis an ngearán agus labhróidh sé le gach duine atá bainteach leis. Glacfaidh an t-idirghabhálaí cinneadh agus cuirfidh sé moltaí le chéile más gá. Cuirfear an tuismitheoir, coiste an Naíonra agus an Stiúrthóir ar an eolas faoin gcinneadh agus faoi na moltaí seo.

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Complaints Policy

_____ is the named person, chosen by the committee as contact person between the committee, Stiúrthóirí an Naíonra and parents, in the case of a complaint.

For the Naíonra Committee:
If the committee has a difficulty with/complaint about a staff member the contact person will invite the staff member to an informal meeting to discuss the difficulty/complaint. A private room will be available with sufficient time to try to resolve the issue. The contact person will outline the complaint to the staff member and will listen carefully to what the staff member has to say. When the issue has been discussed fully, hopefully a solution will be forthcoming.

If there is no resolution at that meeting or if the issue continues, after an agreed period of time the contact person will put the complaint in writing to the staff member and a copy to the committee.

If the complaint is not resolved satisfactorily after a further period of time the committee should arrange a meeting with the staff member to discuss the complaint. The staff member should be given a fair hearing and the complaint discussed fully. Every effort should be made to resolve the complaint to the satisfaction of all parties.

If every effort has failed to reach a resolution, it is advised that an independent person would be appointed as a mediator. The mediator will examine all materials pertinent to the complaint and will speak to everyone involved. The mediator will make a decision and will make

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recommendations, if necessary. The mediator will inform the committee and staff member in writing about the decision and recommendations.

For Stiúrthóirí Naíonraí:
If the Stiúrthóir has a complaint/a difficulty she should contact the above named person and discuss the issue in an open fashion so as to enable a satisfactory solution.

If there is no resolution from that meeting or the issue continues for an agreed period of time, write to Coiste an Naíonra outlining the complaint.

If the staff is not satisified that the issue has been resolved following a period of time, get in touch with the contact person again and express a wish to meet with the Coiste to discuss the issue. The complaint should be discussed fully and every effort should be made to come to a satisfactory resolution for both staff and an Coiste.

If every effort has failed to reach a resolution, it is advised that an independent person would be appointed as a mediator. The mediator will examine all materials pertinent to the complaint and will speak to everyone involved. The mediator will make a decision and will make recommendations, if necessary. The mediator will inform the committee and staff member in writing about the decision and recommendations.

For Parents:
The Coiste and Stiúrthóirí of the Naionra fully understand that the parents of each child have the principal responsibility for the education of their child. Because of this, we welcome opinions, recommendations and

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complaints from parents so that we can provide a quality childcare service to all children.

If you have a complaint about Coiste an Naíonra, the staff or the service being provided, we recommend that you follow these steps:
Speak to the Stiúrthóir at a suitable time for yourself and the Stiúrthóir, after the Naíonra session. Explain your complaint, giving all details. Allow a week or two for a resolution of the issue.

If there is no solution to the issue after that period or if it continues, write to the Stiúrthóir outlining the complaint and send a copy to the Coiste secretary.

If there is still no resolution following an agreed period of time, request a meeting with Coiste an Naíonra. At this meeting give all the details of the issue again, be as flexible as possible and every effort should be made to reach a solution.

If every effort has failed to reach a resolution, it is advised that an independent person would be appointed as a mediator. The mediator will examine all materials pertinent to the complaint and will speak to everyone involved. The mediator will make a decision and will make recommendations, if necessary. The mediator will inform the parent, the committee and staff member in writing about the decision and recommendations.

SAMPLA

Polasaí Glantóireachta

Gach Lá

- Úrláir scuabtha agus nite ag úsáid ábhar glantóireachta cuí
- Cairpéid scuabtha agus folúsghlanta
- Mataí scuabtha agus folúsghlanta
- Na dromchlaí ar fad nite le tuaslagán lag (weak solution), m.sh. Milton
- Na báisíní lámha nite le hábhar frithbhaictéarach
- Na doirtil nite le hábhar frithbhaictéarach, m.sh. Domestos
- Dáileoir tuaillí páipéir athlíonta
- Páipéar leithris athlíonta
- Trádairí uisce nite agus scuabanna glanta

Go Seachtainiúil

- Bréagáin mhóra glanta
- Bréagáin bheaga nite
- Gach rud atá de dhith athlíonta
- Aire a thabhairt don áit taobh amuigh
- Glanadh céatach (thorough cleaning) a thabhairt don ghaineamh
- Taos athdhéanta

Gach Téarma

- Éadaí gléasadh suas le ní

SAMPLA

Cleaning Policy

Daily

- Floor to be swept and washed using appropriate cleaning materials.
- Carpet to be vacuumed.
- Mats to be swept and vacuumed.
- All surfaces to be washed in a weak solution, e.g. Milton.
- Hand washing basins to be washed with anti-bacterial solution.
- Sinks to be washed with anti-bacterial solution, e.g. Domestos
- Paper towel dispensers to be refilled.
- Toilet paper replenished.
- Water trays washed and all brushes cleaned.

Weekly

- Big toys cleaned.
- Small toys cleaned.
- All containers to be filled.
- Outside spaces to be tidied.
- Sand to be cleaned thoroughly.
- Remake playdough.

Each Term

- Dressing-up clothes washed.

SAMPLE

Polasaí ar Ghrianghraif/Fiseáin

Níl cead aon ghrianghraf nó fiseán a thógáil ach le cead scríofa an tuismitheora/chaomhnóra.

Photography/Video Policy

No photographs or video footage of any child make be taken without written parental permission

SAMPLA

Polasaí Iompar Leanaí

Tá polasaí smachta sa Naíonra seo faoi réir ag Chuid II Alt 9 de na Rialacháin um Chúram Leanaí (Seirbhisí Réamhscoile) 2006.

Déileáilfear le gach leanbh le hómós de réir staid forbartha agus cumais gach linbh.
Glacann an Naíonra seo go bhfuil féinmhuinín agus féinmheas lárnach d'fhoghlaim an linbh.
Cuirtear béim dhearfach ar chumas an linbh.
Is í forbairt an fhéinsmachta bunús na hoibre seo agus déantar é sin trí:

- Dea-iompar an linbh a mholadh,
- Féinmheas an linbh a chothú agus a spreagadh,
- Teorainneacha a leagan síos don leanbh de réir aoise agus staid forbartha,
- Úsáid a bhaint as sealaíocht agus roinnt le chéile, trí chluichí agus spraoi, chun eolas agus tuiscint a fháil ar rialacha,
- Iompar na ndaoine fásta sa Naíonra a bheith mar eiseamláir do na leanaí,
- Rialacha simplí a úsáid,
- A bheith seasmhach i gcur i bhfeidhm na rialacha sin,
- Dea-iompar an linbh a threisiú trí aitheantas a thabhairt do,
- An focal moltach a bheith le cloisteáil i gcónaí.

SAMPLA

Behaviour Policy

The behaviour policy of this Naíonra is regulated by Section II Paragraph 9 of the Childcare Regulations (Pre-school Services), 2006.

Each child will be dealt with with respect according to their development and ability.
The Naionra believes that self-confidence and self-respect are central to each child's learning.
Positive emphasis will be placed on each child's ability.
Development of self-discipline is the basis of this work and that is done by:

- Praising good behaviour,
- Inspiring and developing self-respect,
- Laying down directions for each child according to age and stage of development,
- Using storytelling and sharing to understand the rules,
- Adult behaviour in the Naíonra being a good example for the children,
- Using simple rules,
- Being consistant in the implementation of those rules,
- Strengthening good behaviour by recognizing the child,
- Praise to be heard frequently.

SAMPLA

Polasaí Rúndachta

Is é polasaí an Naíonra aon eolas faoi shláinte nó cúinsí clainne leanaí, teaghlach, foirne, mac léinn agus tuismitheoirí ar róta a choimeád faoi rún. Coimeádfar eolas nó breathnóireacht ar fhorbairt nó iompar leanaí faoi rún, ach amháin i gcás dualgais dlíthiúla .i. cosaint leanaí.

Caithfidh tuismitheoirí a chur ar an eolas faoin ngá le tuairiscí a choimeád ar na páistí de réir na Rialacháin um Chúram Leanaí (Seirbhísí Réamhscoile) 2006. Beidh fáil ag gach tuismitheoir ar aon tuairisc sa Naíonra a bhaineann lena leanbh féin amháin. Coimeádfar na tuairiscí seo in áit sábháilte. I gcás ceisteanna a bhaineann le cosaint leanaí, d'fhéadfadh sé tarlú go gcaithfeadh breathnóireachtaí/tuairiscí a bheith ar fáil d'Fheidhmeannacht na Seirbhíse Sláinte.

Ba chóir prionsabail rúndachta a bheith pléite ag an Príomhstiúrthóir agus Coiste an Naíonra le gach duine den fhoireann, oibrithe deonacha agus daoine ar chleachtadh oibre san áireamh. Ba chóir a chur ina luí orthu nach bhfuil sé inghlactha cúrsaí a bhaineann le leanaí nó foireann an Naíonra a phlé lasmuigh den Naíonra. Is féidir déileáil le briseadh rúndachta faoin bproiséas gearáin nó faoi theármaí agus coinníollacha fostaíochta mar is cuí.

SAMPLA

Privacy Policy

It is the policy of the Naíonra to maintain the privacy of children, families, staff, students and parents on a rota.
All information resulting from observation of children's development or behaviour will be kept confidential, except in the case of legal obligations, i.e. child protection.

Parents must be informed about the need to keep reports/documentation on each child, in accordance with Childcare Regulations (Pre-school Services), 2006. Each parent will have access to any documentation pertaining to their child. This documentation will be kept in a safe place. In the case of issues pertaining to child protection, the documentation may have to be made available to the HSE.

Privacy should be discussed fully by the Príomhstiúrthóir and Coiste an Naíonra with all staff members, volunteers and people on work experience. It should be emphasized that it is not acceptable to discuss matters relating to the childen or staff outside the Naíonra. If this policy is broken, it may be dealt with under the complaints policy or under the terms and conditions of employment, as appropriate.

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Polasaí Sábháilteachta

Is é polasaí an Naíonra

- gach iarracht a dhéanamh ionad oibre atá slán agus sábháilte a chur ar fáil d'fhoireann an Naíonra, do leanaí an Naíonra agus a dtuismitheoirí.
- gach éileamh statúideach cuí a chomhlíonadh de réir an Acht um Shábháilteachta, Sláinte agus Leas ag an Obair, 2005.

Déanfaidh an Naíonra iniúchadh rialta ar na guaiseanna agus na contúirtí a bhaineann leis an Naíonra a mheas. Beidh duine ar leith ainmnithe chun an tasc seo a dhéanamh agus beidh ainm an duine sin ar an ráiteas sábháilteachta.
Beidh Ráiteas Sábháilteachta ar crochadh sa Naíonra agus déanfar athbhreithniú rialta air.

I measc na réimsí a bheidh á n-iniúchadh beidh:

- Deacrachtaí a bhaineann le bealaí isteach agus amach go dtí an Naíonra,
- Sábháilteacht an chórais leictreachais,
- Córas teasa,
- Cosc ar dhóiteán,
- Taiseachas,
- Solas agus aerú an ionaid,
- Sláinteachas agus slándálacht an ionaid,
- Torann agus tonnchrith,
- Garchabhair,
- Cleachtais oibre maidir le troscán agus trealamh,
- Sábháilteacht timpeallacht an Naíonra,
- Nósanna páirceála, fágáil agus bailiú leanaí ag an Naíonra,
- Láimhseáil fhearas glantacháin agus cheimicí.

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Safety Policy

It is the policy of the Naíonra:

- to ensure a safe working environment for the staff and children of the Naíonra and their parents.
- to fulfill all statutory demands according to Health and Safety at Work Act, 2005.

The Naíonra will regularly assess the hazards, risks and dangers in the Naíonra. One person will be named to carry out this task and that person wil be named on the safety statement.
The safety statement will be hanging in the Naíonra and will be reviewed regularly.

Some of the areas which will be assessed are:

- Difficulties with entrances and exits to the Naíonra,
- Safety of the electrical system,
- Heating system,
- Fire prevention,
- Dampness,
- Light and airing,
- Health and safety of the building,
- Noise and vibrations,
- First Aid,
- Work practice regarding furniture and equipment,
- Environmental safety,
- Parking, leaving and collecting children from the Naíonra,
- Dealing with cleaning equipment and chemicals.

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Polasaí maidir le Socrú Síos sa Naíonra

Tá an Naíonra seo meáite ar shocrú réidh na leanaí agus na dtuismitheoirí sa ghrúpa. Ba chóir gur taithí dhearfach é an socrú isteach óir beidh tionchar aige ar fhéinmheas na leanaí, ar a ndearcadh i leith chaidrimh agus sóisialaithe agus is ann a bheidh bunchloch na foghlama amach anseo.

Roimh Thosú:

- Tá eolas scríofa faoin seirbhís ag an Naíonra do thuismitheoirí, a scaiptear ag an gcéad teagmháil.
- Spreagtar tuismitheoirí le bualadh isteach lena leanaí ag amanna éagsúla i rith an lae chun taithí a fháil ar an gclár, ar an ionad agus ar an fhoireann.
- Beidh trathnóna eolais ann chun ábhair imní nó eagla agus scannradh faoi shocrú isteach a phlé (m.sh. caoineadh, gan labhairt, pluid tacaíochta, suaimhneoir, leanbh nach bhfuil ullamh).
- Tá polasaí ag an Naíonra maidir le laethanta tosaithe éagsúla do leanaí nua, rud atá rí-thabhachtach chun go nascfaidh an leanbh leis an ngrúpa.

An Chéad Lá:

- Cuirfidh an Stiúrthóir fáilte roimh an leanbh agus an tuismitheoir le chéile. Tá sé tábhachtach don tuismitheoir teacht leis an leanbh don phróiseas seo. Ba chóir go mbeadh an tuismitheoir ullamh le fanacht do chuid den chéad shéisiún, mas gá.
- Seans nach mbeadh roinnt leanaí ullamh le fanacht don seisiún iomlán agus beidh an Stiúrthóir in ann comhairle a thabhairt faoi seo.

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- Cuirfidh an Stiúrthóir an tuismitheoir ar an eolas faoi chomh tábhachtach is atá sé cumarsáid a dhéanamh lena leanbh féin agus le daoine eile sa Naíonra chun an leanbh a chur ar a shuaimhneas faoi shábháilteacht na timpeallachta nua.

Céimeanna Eile:

- Ba chóir don Stiúrthóir a mholadh do thuismitheoirí síneadh a chur leis an am a bhíonn an leanbh scartha uathu de reir mar a oireann don leanbh.
- Ba chóir don tuismitheoir slán a fhágail leis an leanbh, is féidir leis an bhfoireann cabhrú leis an gcéim scartha seo.
- Níl aon teorainn ama leis an tréimhse socraithe seo.
- Tabharfaidh foireann an Naíonra tacaíocht do thuismitheoirí agus a leanaí i rith an ama shocraithe trí sheans a thabhairt do leanaí rudaí a thabhairt faoi deara, triail a bhaint as rudaí agus a fháil amach dóibh féin gan aon bhrú a chur orthu páirt a ghlacadh i ngníomhaíochtaí.
- Má tá leanbh fós corraithe tar éis tréimhse ama ar na céimeanna thuas, b'fhéidir gur fearr fanacht tamall eile sula dtosaíonn sé sa Naíonra.

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Settling Down Policy

The Naíonra is dedicated to the calm settling in of the children and their parents to the group. It should be a positive experience as this will have an effect on the self-respect, on the establishment of relationships and socializing and this will be the basis of learning.

Before Starting:

- The Naíonra has written information about the Naíonra which will be given to parents at the initial contact time.
- Parents are encouraged to bring their children to the Naíonra at different times of the day to experience the programme, the venue and the staff.
- There will be an information session to discuss any worries, fears or potential difficulties about settling down, e.g. crying, not speaking, comfort blankets, soothers, children who are not ready yet.
- The Naíonra has a policy for various starting days for new children, which is very important to ensure the children bond with the group.

The First Day:

- The Stiúrthóir will welcome the child and parent together. It is vital that the parent be present for this process. The parent should be available to remain for some of the first session, if necessary.
- Some children will not be ready to remain for the full session and the Stiúrthóir will advise the parent on this.

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- The Stiúrthóir will advise the parent on the importance of communicating with their child and other people in the Naíonra, to reassure the child as to the safety of their new surroundings.

Other Steps:

- The Stiúrthóir may recommend that separation times increase, as suits each child.
- The parent should say good-bye to their child, the staff can help with this separation.
- There is no limit on this settling period.
- The Naíonra staff will support the parents and children during the settling down period, to give the child an opportunity to observe things, to try out new things and to figure things out for themselves, without putting any pressure on them to participate in activities.
- If the child is still unsettled after a period of time, perhaps it would be better to wait a while longer before starting in the Naíonra.

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Polasaí Táillí & Íocaíochta

Nuair a thagann tuismitheoir go dtí an Naíonra, tá eolas scríofa ar fáil ar:

1. Amanna oscailte agus dúnta agus ar líon na seisiún gach seachtain.

2. Dátaí na laethanta agus na saoire a bheidh an Naíonra dúnta.

3. Costas atá ar an Naíonra sa tseachtain / sa mhí / sa téarma.

4. Tabharfar eolas roimhré faoin na nithe seo a leanas:
   a) Íocfar táillí roimhré.
   b) Na táillí a chaithfear a íoc nuair atá leanaí tinn agus nuair atá an Naíonra dúnta de bharr laethanta saoire / féiltí.
   c) Dátaí a bheidh tuismitheoirí ar saoire.
   d) Aon chostas breise ar thuismitheoirí m.sh. turasanna eagraithe, ócáidí.

5. Tá laghdú beag sna táillí don tarna leanbh ón gclann chéanna agus is feidir é sin a phlé leis an Stiúrthóir. Is féidir cúinsí speisialta a phlé leis an Stiúrthóir.

6. Ní chuireann an Naíonra bia ná deochanna ar fáil. Ba chóir do thuismitheoirí gach bia agus deoch a sholáthar dá leanaí féin.

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Fees and Payment Policy

When parents come to the Naíonra the following information will be available to them:

1. Opening and closing hours and the number of sessions per week.

2. Holiday dates when the Naíonra will be closed.

3. Naíonra fees per week / per month / per term.

4. The following information will be given in advance:
    a) Fees will be payable in advance
    b) Fees due when a child is sick and when the Naíonra is closed
    c) Dates when parents are on holiday
    d) Any other expense for parents, e.g. organised trips, events.

5. There is a small reduction for the second and subsequent children from the same family and this can be discussed with the Stiúrthóir. Specific conditions can be discussed with the Stiúrthóir.

6. The Naíonra does not provide food or drink. Parents should provide all food and drinks for their children.

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Polasaí do Thuismitheoirí

Tá an Naíonra tiomanta do:

- Comhrá gearr le gach tuismitheoir go minic.
- Éascaíocht do chruinnithe rialta ag amanna agus áiteanna aontaithe.
- Eolas reatha a chur ar fáil ar chlár na bhfógraí agus trí bhileoga.
- Meas a bheith ar thuismitheoirí go hindibhidiúil agus ag deimhniú deiseanna dóibh chun inchur a bheith acu i ngníomhaíochta grúpa, ar bhonn róta, turasanna eagraithe, ag pleanáil chlár an Naíonra, ag bailiú airgid.
- Ag soláthar deiseanna do thuismitheoirí breathnóireacht a dhéanamh agus a bheith rannpháirteach i súgradh lena leanaí.
- Deiseanna forbairt phearsanta a thairiscint dóibh, grúpaí oibre, cúrsaí le béim ar conas a fhoghlamaíonn leanaí, clár an naíonra agus foghlaim sa bhaile.
- Ag soláthar seomra / spáis do thuismitheoirí, más féidir.
- Ag soláthar deiseanna agus ama do thuismitheoirí chun labhairt go hindibhidiúil le Stiúrthóir an Naíonra ar:
  - → Dhul chun cinn na leanaí agus tuairiscí breathnóireachta.
  - → Chomhstraitéas maidir le bainistiú iompair.
  - → Spriocanna réalaíochta a leagan amach dá leanaí.
  - → Mholtaí don tseirbhís.
- Ag obair i dtreo sholáthar Leabharlainne/ Bréagánlainne a mbeadh comhfhorbairt agus comhbhainisteoireacht á ndéanamh orthu.

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Parental Policy

The Naíonra welcomes:

- Regular conversations with parents.
- Facilitating regular meetings at agreed times and venues.
- Providing current and updated information on notice boards and in leaflets.
- Respecting parents and ensuring they have opportunities to input into activities, planned trips, planning clár an Naíonra, fundraising.
- Providing parents with an opportunity to observe the children and to participate in their play.
- Providing training courses, with emphasis on how children learn, clár an Naíonra and learning at home.
- Providing a room / space for parents, if possible.
- Giving the parents opportunities to speak directly with the Stiúrthóir about:
    - → The development of the children and observation reports
    - → Joint strategies relating to managing behaviour
    - → Realistic aims for their children
    - → Recommendations for the service.
- Working towards a book / toy library, to be developed and managed jointly.

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Polasaí ar Thurasanna Naíonra

- Cuirtear in iúl do thuismitheoirí roimhré faoi aon turas atá pleanáilte le haghaidh na leanaí.

- Beidh an Naíonra ag lorg cead scríofa ó thuismitheoirí sula nglacfar le haon leanbh ar an turas.

- Is é an coibhneas daoine fásta do leanaí ar thuras den sórt seo ná 1:3.

- Cuirtear fáilte roimh chúnamh na dtuismitheoirí ar ócáid mar seo, go deimhin is minic a bhraitheann turas na leanaí ón Naíonra ar chúnamh ó thuismitheoirí.

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Outings/Trips Policy

- Parents will be informed beforehand of any planned outings / trips.

- The Naíonra will seek written permission from parents before any child will be allowed on the outing / trip.

- An adult:child ratio of 1:3 is the requirement for any type of outing / trip.

- Parental assistance is always welcomed on these occasions, often the outing / trip depends on this assistance.

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AGUISINÍ

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TOILIÚ CÚRAM LEIGHIS A RIAR

Ainm an Linbh: Child's Name:	
Seoladh an Linbh: Child's Address	
Dáta Breithe: Date of Birth	
Sonraí i dtaobh easláinte: Details of Illness:	
Ainm an Chógais Leighis: Name of Medication:	
Miosúr an Chógais Leighis le togáil: Measure of medication to be administered:	
Cé chomh minic is atá an cógas le tógáil: Frequency of medication:	
Eolas Ábhartha eile: Other relevant Information:	
Ainmneacha na dTuismitheoirí: Parents' Names:	
Síniú Tuismitheora: Parent's Signature:	

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Am agus Dáta a tugadh an cógas leighis sa Naíonra: Time and Date medication was administered in the Naíonra:	
Síniú an Bhaill Foirne a thug an cógas leighis: Signature of staff member who administered medication:	
Síniú Finné: Witness signature:	
Dáta: Date:	

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Clár Druil Dóiteáin

Mí	Dáta	Fad A thóg an druil	1. Uimhir daoine fásta i láthair 2. Am 3. Líon leanaí i láthair		
			1	2	3
Meán Fómhair					
Deireadh Fómhair					
Samhain					
Nollaig					
Eanair					
Feabhra					
Márta					
Aibreán					
Bealtaine					
Meitheamh					
Iúil					
Lúnasa					

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Cuntas ar Threalamh Múchta Tine		
Uimhir	Cineál Trealamh	Dáta Coinneála & Siniú an duine cháilithe atá freagrach
	Múchtóir Dóiteáin	
	Pluid Dóiteáin	
	Aláram Dóiteáin	
	Eile (scríobh isteach aon trealamh eile)	

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Glanadh sa Naíonra

	Luan	Máirt	Céadaoin	Déardaoin	Aoine
Na Leithris					
An Chistin					
An Cúinne Baile					
Na Boird					
An Gaineamh					
An tUisce					
Na Bréagáin					
Scuabadh an Urláir					
Nigh an Urláir					

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