

Niamh and Helen and all the staff would like to take this opportunity to welcome you and your child to Bluebells and Buttercups Crèche and Montessori. Since January 2014 Niamh welcomed her son Cillian into the baby room and Helen welcomed her daughter Ella to the Wobbler and Toddler Room.

This parent handbook will give you information about our:

- Mission statement
- Aim
- Ethos
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Introduction

Bluebells and Buttercups Crèche and Montessori opened in January 2008 and we aim to provide a happy, caring, secure and educational based environment for every child and parent.

Bluebells and Buttercups is located in Bluebell Woods, Maree Road, Oranmore, Co. Galway.

We cater for all children between the ages of 4 months to 8 years.

Bluebells and Buttercups is a member of Early Childhood Ireland and is registered with the HSE.

Bluebells and Buttercups is a purpose built, modern and spacious facility providing care in accordance with the childcare regulations. Annual inspections are carried out by the Health and Safety Executives to ensure a high level of care and education is maintained at all times.

Bluebells and Buttercups is privately owned by Niamh Noonan. Niamh and her manager Helen Bolton and all staff are qualified, experienced childcare professionals holding a variety of recognised childcare qualifications.

We at Bluebells and Buttercups work as a team and we have an open door policy to all parents and welcome any suggestions or questions you may have to any of our staff. Two way communications is an important part of the Bluebells and Buttercups philosophy.

We are committed to providing a quality child friendly service in a safe secure and happy environment and promote learning that is child centred and fun.

Mission Statement

At Bluebells and Buttercups Crèche we are committed to providing excellent standards of care for the children. Our mission statement is to prepare and provide the most natural and life enhancing environment for the child, observing the children continually adapting the environment to support the child in all areas of development. We strive to provide a happy, secure and caring environment for the purpose of development and learning.

Aim

Our aim at Bluebells and Buttercups Crèche is to provide a safe, secure, friendly and caring environment for all the children attending our crèche. Our environment and programme will stimulate and promote development for all children. Our service promotes early year's education and works closely with children to ensure they achieve their potential. We are committed to developing strong relationships with parents/guardians. Working closely alongside parents/guardians is key to meeting the needs of the children.

Ethos

The ethos of our service is very apparent to all who visit. Children, parents and staff regard this service as an extension of the home. We believe in creating a child centred environment that stimulates the child in each area of their development. We provide a high quality childcare service and ensure each child is treated as an individual and is treated with equal rights. We believe in ensuring that children who attend this service have the opportunity to experience:

- Spontaneous expression
- Esteem as an individual
- Dignity and autonomy
- Self-confidence and zest in learning
- A stable learning and caring environment
- Sociability friendship and co-operation of others

- Equal opportunities irrespective of gender, race and disability
- Culture diversity
- Respect as a unique individual with right

Opening Hours and Holidays

Bluebells and Buttercups Crèche opens 7:30a.m. to 6:30p.m. Monday to Friday.

We close Bank Holidays and Christmas holidays for one week. (Closing the 23rd of December at 6:30p.m. and reopening the day after New Year's Day usually the 2nd or 3rd of January at 7:30a.m.)

Staff

At Bluebells and Buttercups our staff are selected very carefully, not only for their qualifications and experience but also for their love of children.

All newly appointed staff are provided with the information they need to settle into the job and offered training until they and the trainer feel that they are ready to work with the children alone. The information that they are given includes: Health & Safety, Child Protection Procedure, policies and procedures, codes of behaviour and conditions of employment.

External training and attendance at conferences/workshops/seminars is encouraged and supported.

Staff meetings are held once a month for staff to share ideas and offer support and guidance to one another.

Garda clearance is sought for all employees. We do this through Early Childhood Ireland of which we are members.

All staff are qualified childcare professionals holding a variety of recognised childcare qualifications.

Services Provided

We provide:

- Full-time and part-time day care for children aged between 4 months and 5 years.

- Sessional and full-time Montessori for children aged between 3 years and 5 years.
- Afterschool club for children of primary school age.

Facilities

Baby Room: 4 months to 12 months

Ratio 1:3

Prior to your child beginning at Bluebells and Buttercups we ask you to provide us with a written routine. We offer a settling in period where we will work with you and your child to familiarise them with their new environment. Your child will be introduced slowly to our setting firstly starting with a one hour introduction where you can leave your child with their key worker. We then slowly build up the hours introducing meals and sleeps in the setting. Each introduction varies from child to child and we cater for everyone's individual needs.

Our trained nursery staff will follow your baby's routine you have at home with your baby. Making the transition from their home to Bluebells and Buttercups home much easier for the baby as well as for parents.

Each child will receive individual attention while in our care as we are aware handing over the care of your baby for the first time is a huge emotional step for any parent.

We provide you with a daily record book detailing all nutrition, sleeping, nappy changing so that you can monitor your baby's routine. Any comments you wish to make may be written in this book, however we do encourage all parents to try and take time to talk to your child's carer each day in addition to the daily report book.

Parents provide baby's formula on a daily basis. Nappies, wipes, cream, powder will be stored in your child's individual shelf and staff will notify you when supplies are low.

If your child uses a soother, blanket or comforter, these may be brought into the crèche, however please ensure that they are in your child's bag before you leave the premises.

We have a separate sleep room for our babies. There is a viewing panel on the door and children are physically checked every 10 minutes whilst sleeping and a record is kept on the door. We provide all cot linen which is laundered on the premises. However if you prefer your child to sleep in a sleep bag, please provide a separate one for crèche use that can be stored in your child's basket and sent home on Fridays to be laundered.

Change of clothes is to be provided daily and placed in your child's bag.

Our baby room curriculum is posted up on the wall of the baby room. We ensure their play materials include sensory, physical and musical stimulation.

At Bluebells and Buttercups Crèche we have an arranged meeting with parents to discuss how both the parents and baby have settled in. (this is usually 6 weeks from start date)

Toddler Room (Ladybugs, Caterpillars and Butterflies): 12 months to 24 months

Ratio 1:5

Your child will move into this room after the baby room. The move out to this room can be at a gradual pace depending on the child as all children develop at their own pace. We urge parents not to feel anxious if their child does not move to another stage within a given time period.

Staff is on hand to discuss your child's progress and two communication is very important at this stage. A daily record book is also used each day detailing your child's day including sleeping, nappy changes and meals etc.

The toddler room is a little more structured than the baby room. It is set up into different areas such as; soft play, construction and small world. Your child will be introduced to free play allowing them to choose their own activity. Appropriate activities are introduced to your child aiding all areas of development and in particular their sense for independence and exploration. This is provided through short structured play programmes. Arts, crafts, music, books, puzzles, table top, water play and sand play are just some of the activities on offer. Table top activities such as jig-saws, sorting shapes are introduced to promote motor skills and hand/eye co-ordination. Outdoor play takes place every day on a daily basis. (Weather permitting)

We encourage social development by everyday sitting with the children in a circle and sing songs and read stories.

We understand children develop at different stages and staff encourage the children to independently paint and feed themselves.

We ask you to supply a spare set of clothing for your child and not to dress in good clothing as our creative play can get messy.

We have a separate sleep room for our toddlers. There is a viewing panel and children are physically checked every 10 minutes whilst sleeping and recorded.

The toddler room curriculum is posted on the wall of the room.

Playschool rooms (Sunshine and Rainbow): 2 to 3 years

Ratio 1:6

We have two playschool rooms upstairs. They are called the sunshine room and the rainbow room. The sunshine room is used as the transition room from downstairs to upstairs. Every child is treated as an individual some children's transition from downstairs to upstairs can take longer than others and the staff will work with you and your child to make it as smooth as possible.

Play time becomes more structured in our playschool rooms. A lot of time is dedicated to painting, crafts, singing, music and stories.

The room is set up to allow the children choice in their activities. We set up the different areas such as: construction, small world, home play, role play, painting, water play and sand play. The children can move freely from one activity to another. We encourage the child's own uniqueness to decide their preferred area of learning.

Your child will be encouraged to participate in all the activities throughout the day such as painting, playdough, cooking and dance but if your child does not want to participate they can move freely to another area of interest.

The toys we use aid the children in the development of concentration and imaginative play. Your child can choose from our selection of books for group reading or individual reading time. Table top activities such as jigsaws, sorting and pairing are introduced to promote their hand/eye co-ordination and basic numerical and literacy skills. We continue to refine your child in the promotion of self-awareness and confidence.

Outdoor play is extremely important all year round for the 2 to 3 year olds. We require sun hats and sun cream for sunny days and hats and jackets for cold days. Outdoor play is part of the curriculum everyday weather permitting.

Your child receives snacks and hot meals at regular intervals throughout the day which are prepared on our premises by our in house chef.

Nap time will also be a dedicated time usually from 12:45 – 3:00pm, a member of staff is in the room to monitor the children at all times. If you wish for your child not to nap or nap for a short period of time this can be discussed with a member of staff. We provide beds and linen which is laundered on the premises. Children who do not nap have quiet time in another room with a member of staff.

We also encourage potty training when the child is physically and cognitively ready. As the process takes time and patience staff and parents work together to make it an enjoyable experience for the child.

Our playschool curriculum is posted up on the wall of the room.

Montessori Rooms (Junior and Senior from 3 years)

Montessori is a unique method of education designed to take advantage of the child's sensitive period for learning between the ages of 3 – 6 years, when they can absorb information easily from an enriched environment.

We have a Junior and Senior Montessori classroom. Our Junior Montessori is usually aimed towards the 3 year olds who will be spending two years in Montessori. Our Senior Montessori is aimed towards the children who will be doing only one year in Montessori and who will be attending primary school the following year.

Both classrooms are purposely created to allow the child the freedom to choose their activities according to their own interest and readiness in a non-competitive environment and to help in their personal development.

Our classrooms approach these goals in two ways, first by allowing each child to experience the excitement of learning by their own choice and their own pace, secondly by helping the child to all their natural tools for learning so that the child's ability will be at its maximum in future learning situations.

Our qualified teachers guide the child through the activities based on the child's individual needs and interests. The exercises that are incorporated in the Montessori Method are designed to promote cognitive development and positive self-esteem.

Practical life skills: teaches self-reliance and independence teaching the children how to put on their own coats and tying their own shoe laces.

Sensorial exercises: these activities include the use of five senses, kinetic movement, spatial refinement, small and large motor skill coordination.

We encourage the children to proceed at their own pace in writing, reading, science, mathematics and most importantly to absorb their own culture and environment. Culture includes interaction with nature, arts and music.

The children will partake in many activities such as painting, play dough and cooking.

Outdoor play is also very important for this age group.

We use observations to assess the development and achievements of all the children. Each child has their own file which stores not only observations but is also used as a portfolio for their pieces of art work.

We at Bluebells and Buttercups encourage that our environment is a home from home in that it is warm, friendly and loving and helps the growth of each child's sociable skills.

Our Montessori curriculum is posted up on the wall of the room.

ECCE Scheme – Early Childhood Care and Education Free Pre-School

Here at Bluebells and Buttercups crèche we participate in the ECCE scheme. Here is some information about the scheme.

What is the ECCE Scheme?

In 2009 the Early Childhood Care and Education scheme was announced which entitles children between the ages of 3 years 2 months and 4 years 7 months to a free preschool education. Qualifying children receive free placement in a preschool.

The purpose of the ECCE programme is to give children a head start before entering the formal education system. The aim is to provide children with a positive learning experience in an early learning environment to equip them with the skills required in preparation of primary school.

Who is eligible?

All children who fall into the stipulated age category by the 1st of September each year can avail of a free preschool education. For the year starting in September 2013, children born between 2 February 2009 and 30 June 2010 both these dates included will be eligible.

How do I enrol my child for a FREE preschool place?

A full list of participating Childcare centres is available from your local Childcare Committees. Parents are required to contact the childcare provider of their choice and submit their child's application directly with the provider.

How is the free ECCE scheme provided?

Here at Bluebells and Buttercups we provide the free ECCE scheme over 38 weeks of the year from 9:15a.m. to 12:15p.m 5 days a week.

Will parents need to pay any additional fees?

No extra fees will be charged to parents for the free preschool sessions. Parents are obliged to pay for any extra hours their child attends the childcare centre.

Afterschool Club

At Bluebells and Buttercups After School Club we aim to provide the children with an afternoon full of fun games and learning. Following a healthy hot meal we get straight into homework which is always done in a quiet area with our afterschool assistant, who is on hand to help out with any problems and answer any questions.

Once homework is complete and checked we get down to fun and games. We have an array of board games available. Playing board games has many benefits for children of all ages from helping to develop their visual alertness to increasing their attention span and assisting with memory strategies and reasoning.

We also have activities like lego, trains and cars which the children can play with to relax and unwind after their school day is done. The children are also encouraged to get involved in arts and crafts activities and each week we focus on a different theme of interest to children. The themes are chosen by the children themselves and co-ordinated by our afterschool assistant.

Nutrition

We encourage a healthy eating plan providing nutritious meals which are prepared by our in house Chef Elizabeth every day.

You can refer to the menu board each week to see what your child will be eating. We rotate menus to ensure variety of different nutrients and taste and to help the development of their taste buds and social skills involving food.

Water is offered to your child throughout the day. If your child requires a bottle of milk you can supply it to your child's carer who will store it in the refrigerator until required.

All meals liquidised accordingly for our under 12 months and a staff member will advise you when they feel your child's meal should become less liquidised. All baby formula should come measured out per bottle, with bottle containing cooled boiled water. Instructions for heating your child's bottle should be given to your child's carer. We do not provide milk or baby juice. Milk, juice and food supplied from the child will be labelled and stored in a refrigerator.

Meals include breakfast which is served from 7:30-8:45am, morning snack served at 10:30am, lunch for our 2 years upwards served at 12:30pm and afternoon snack served at 3:15pm. Meal times may vary for our under 24 months depending on their individual routine.

Children of different ages have different needs if your child has any specific dietary requirements or allergies please inform us of them, if you wish to speak directly to our Chef regarding your child's meal you may do so.

It is the policy of Bluebells and Buttercups to promote healthy eating and a healthy lifestyle, through the prevention of illness and establishing healthy eating patterns.

It is our policy to comply with current regulations including the Child Care Preschool Regulations 2006 and the Food Hygiene Regulations.

All mealtimes are fully supervised.

All meat is 100% Irish.

Meal Times

Morning Snack 10:30a.m

Lunch 12:30p.m

Afternoon snack 3:30p.m

Light Snack

5:00p.m

Health and Safety Policies

Illness Policy

Whilst we understand the pressures placed on working parents our illness policy is drawn up based on the health board regulations for the protection of all the children and the staff in the crèche.

If your child has any of the following they must not attend the crèche.

- A known contagious/infectious disease
- Untreated eye infection (conjunctivitis) once on the antibiotics for 24 hours they can return to crèche.
- Temperature greater than 38.6°C
- An undiagnosed rash
- Two episodes of vomiting or diarrhoea
- On an antibiotic less than 24 hours
- Untreated head lice

If your child becomes unwell while at crèche the manager will be notified immediately and will take the necessary steps to protect the child and all the other children and staff at the crèche. You will be asked to pick up your child from crèche if they have any of the following:

- Suspect of a contagious/infectious disease. Once it has been ruled out by the doctor the child can return to crèche.
- A temperature of 38.6°C or over that cannot be controlled by calpol/nurofen(ibuprofen)
- Has two episodes of vomiting or diarrhoea
- Conjunctivitis
- Unidentifiable rash
- Untreated Head Lice

Medicine Administration Policy

Here at Bluebells and Buttercups we must be informed by a parent if a child requires prescribed medication by a doctor while at crèche. All medication must be handed to a staff member upon arrival at crèche. It is the responsibility of the parent to ensure they have their child's medication when leaving the crèche upon collection of your child.

Children must be 24 hours on prescribed medication before it is administered in the crèche.

Parents MUST fill out a medical consent form, they can get one from their child's key worker.

If your child needs to be administered nurofen(ibuprofen) it is our policy to have a letter from your child's doctor stating that they we are allowed to administer it.

As with any higher dosages that are not stated on the label, we need a letter from the doctor written to us that it is okay to administer the amount.

Staff members do NOT administer medication without another member of staff being present.

All medication must be authorised by a parent. If we have not received written consent prior to the administration, verbal consent will be obtain by a phone call to the parent.

Hygiene and Cleaning Policy

Bluebells and Buttercups is committed to promoting a healthy environment and a high standard of personal hygiene for adults and children. It is our policy to comply with current regulations including the Child Care Pre-school Regulations 2006 and Food Hygiene Regulations.

All staff are informed of the hygiene procedures as part of their induction programme, all rooms are cleaned daily and toys are disinfected on a weekly basis. Tables and equipment are cleaned daily. All floors and toilets are washed and disinfected every evening. All equipment is kept clean, safe and hygienic at all times. Milton is used to wipe down highchairs and furniture after use. Floors are swept after each meal time and toilets are regularly checked to make sure they are flushed.

Hand washing is very important in the crèche. Hand washing happens after using the toilet, outdoor play, before and after handling food. Picture posters are up in the toilets for children to follow for washing their hands.

Disposable towels and gloves are used when cleaning up spills of bodily fluid and double bagged before being disposed of. The area of the accident is treated with suitable disinfectant. Supply of clean clothing is readily available for accidents. Any soiled clothes are rinsed out and double bagged.

Cuts and sores must be covered with suitable dressing

Sand is always covered when not in use and the water basins are emptied daily

Sand is always bagged and put into compost bin

Sun Safety Policy

The crèche will require children to wear hats when they are outside in hot weather. Children who don't have their hats with them may be asked to play in the area shaded from the sun or will be given a spare crèche hat to wear. Children will be encouraged to use areas of shade for outdoor play activities.

Water will be available to children in the garden in a shaded area to encourage them to drink plenty of water. During the summer months outdoor activities will be scheduled before 12.00a.m and after 3.00p.m wherever possible.

Sunscreen will have to be provided for your child and it can be labelled and stored in crèche for your child. We encourage older children to apply sun screen to their own arms and legs.

Biting Policy

Procedure for dealing with biting:

- To comfort the bitten child and administer first aid
- Talk to the biting child, explain that biting is unacceptable as they have hurt the other child
- We will always inform both parents and the identity of the child who has been bitten will not be disclosed.

Safe Sleep Policy

Safe sleep and napping procedures reduce the risk of Sudden Infant Death Syndrome (SIDS) and the spread of contagious diseases. SIDS is an unexpected death of a seemingly healthy infant under one year of age for whom no cause of death can be determined. It is the leading cause of death in children from one to twelve months of age.

In order to maintain safe sleep practises, these policies and procedures will be followed:

- Healthy infants will always be put to sleep on their backs. Side sleeping is not as safe as back sleeping and is not advised. Putting an infant to sleep on their back does not cause them to choke or aspirate.
- If a parent requests that their child is put to sleep in a position other than on their back the parent must provide a signed letter explaining how the infant should be put to sleep and the medical reason for this position. This letter will be kept in the child's file and staff will be notified of the child's sleep position.
- Infants will be placed to sleep on a firm mattress that fits tightly in a cot that meets safety standards. The sheet will fit perfectly around the mattress.
- No toys, stuffed animals, pillows, cot bumpers will be in the cot unless requested by the parent.
- The infant will be placed in the feet-foot position with the infant's feet up against the foot of the crib with a blanket that reaches only as far as the infant's chest and is placed under the infant's arms and tucked around the cot mattress. This position

prevents the blanket from slipping up over the infants face or the infant slipping under the blanket.

- The room temperature will be kept between 16 and 20 degrees.
- Infants will not be overdressed when they sleep. They will sleep in loose fitted clothing.
- Infants head will remain uncovered when they sleep
- Sleeping infants will be checked every 10 minutes and recorded on the sleep monitor sheet.
- Bluebells and Buttercups Crèche is a smoke free environment
- Infants who use a soother while sleeping the soother will not be attached to the infants clothing the attachment will be removed before they are laid to sleep. Soothers will not be reinserted if they fall out after the infant is asleep.

Fire Evacuation Policy

At Bluebells and Buttercups the evacuation signal is a continuous siren of the fire alarm

Our fire equipment is checked annually by Western Fire Protection Services

An evacuation procedure for the staff and children in case of a fire or emergency evacuation has been established at the crèche.

This is practised every month to ensure staff and children are familiar with the procedure

It is essential that children are signed in and out of the role book, located in each room

On evacuation each room leader will take the role book with them

A copy of our evacuation is posted in all the rooms and hallways

Children will be taken from the building calmly to our assembly point which is in the car park on the left hand side of the building by the spar shop

On discovering a fire staff will use the nearest emergency call point to raise the alarm whilst taking care not to injure themselves or the children in their care.

Evacuation cots are used for the safe escape of babies and wobblers. They evacuate out the back door as do our toddlers.

Our back stairs is used to evacuate our playschool children with their room leader

Our side stairs is used to evacuate our Montessori and afterschool children

Management is responsible for checking all toilets prior to evacuating

All staff and children wait at the assembly point for clearance for the safe return to the crèche.

General Policies

Toilet Training Policy

It is the policy of Bluebells and Buttercups and in the interest of the children's health and safety that a high standard of hygiene is promoted at all times, when children are learning to use the toilet.

To create an awareness and understanding of good hygiene practice, staff members emphasise the importance of self-care i.e. flushing the toilet, washing hands

Staff treat accidents sensitively. Praise and recognition are used when children are being toilet trained to encourage self-esteem and a sense of achievement. The child's privacy is always respected.

Children begin toilet training from approximately two years of age upwards. This process takes time and patience. The child must be physically and cognitively ready. The crèche and parents will work together to make it an enjoyable experience for the child. Each child is different and will require different ways of training.

We ask that you supply lots of loose fitting clothing for your child while they are in training. If you like we can store the extra clothing in the crèche.

When you feel that your child is ready for toilet training please come and talk to your child's key worker and they will help support you and your child with the process.

Clothing Policy

We request that parents bring in a change of clothes for their child. Parents are reminded not to send their children into crèche in expensive clothes as they may get soiled. Nappies, creams and wipes are supplied by the parents and they will be reminded by a staff member when more supplies are needed.

Homework Policy

We provide supervision of homework in our afterschool program. Support will be provided where the need is identified, however it is the responsibility of the parents to check that homework has been completed correctly.

Settling in Policy

Here at Bluebells and Buttercups we understand that handing over your child to unfamiliar surroundings and faces can be very difficult for both you and your child. We therefore make it our priority to ensure that the process is as reassuring as possible.

We believe that strong relationships between carers, children and parents are vital. Our ethos is one of inclusion whereby every child is welcomed in the same way, while still respecting their individuality. Ultimately we aim to create a warm and welcoming atmosphere, where parents can feel secure leaving their child, and a happy, stimulating environment, where children can settle quickly.

When you decide to join us at Bluebells and Buttercups, the following procedure is followed:

- Parents and child are introduced to staff including child's individual carer.
- Intro visits are scheduled. Generally a child will have between one and five intro sessions, however this is entirely adaptable with the needs of you and your child.
- The first visit will allow you and your child to get to know your individual carer and it allows the carer to decide a plan with you that will help them to ensure a smooth transition into crèche life.
- Your child's carer will develop an individual settling in plan from the information given to them and will discuss and agree this with you.
- We recognise that every family is different and therefore the length of the settling in period varies. Some children may be settled after their first visit and some children require a little longer after starting their place.
- We recommend that parents bring something of comfort to their child maybe a favourite toy or teddy to have something familiar with them. This can be stored in crèche or taken home each day.
- Parent's will continue to be updated on their child's progress throughout the settling in period and are encouraged to discuss any thoughts or concerns they have with their child's carer. The more information the carer is given, the easier it will be for them to help your child to settle.

Behaviour Management Policy

At Bluebells and Buttercups we endeavour to create an environment where positive behaviour is modelled, encouraged and rewarded. Our behaviour management strategies are centred on positive reinforcement, good use of communication and our partnership with parents. We aim to teach our children to behave in socially acceptable ways and to have an ever expanding awareness of the rights and needs of others.

Designated person to pick up your child

Please inform a staff member if your child will be picked up by someone other than their designated person. It is crèche policy to contact the parent if they have not been informed of the change to the designated person.

Fee Structure

Babies 0-1 years Weekly €160.00 Daily €39.00

Toddlers 1-3 years Weekly €160.00 Daily €39.00

Preschool 3-6 years Weekly €155.00 Daily €36.00

Sessional Montessori Weekly €75.00 Daily €18.00

(9.15-12.15) includes fruit snack

Summer Camp Weekly €105.00 Daily €25.00

(10.00-1.00) includes fruit snack & dinner

Afterschool Club (includes pick up from school, hot meal, supervised homework & arts and crafts)

12 noon pick up Daily €25.00

1:00/1:30pm pick up Daily €22.00

2:30pm pick up Daily €20.00

Breakfast Club Daily €10.00 Weekly €30.00 (7:30am-8:45am)

ECCE scheme (38 week) Weekly €92.50 Daily €23.50

Hourly Rates

Over 20 hours €6.00 per hour

Under 20 hours €7.50 per hour

Fees are reviewed every September taking into account affordability for parents and the sustainability of our childcare service. Fees are payable from the agreed date of commencement and must be kept up to date at all times.

The following policies apply:

A deposit must be paid before the child commences.

Deposits will be refunded or deducted from last fees due when a child is leaving our service once the required notice has been given. (4 weeks)

Fees can be paid by cash, cheque or directly into our bank account.

The preferred method of payment is into our bank account to facilitate record keeping.

Cheques payable to Bluebells and Buttercups.

If you pay into our bank account please reference payments with family name.

Bank account details are as follows:

Bank: AIB BANK, Salthill, Galway

Account number: 23155037

Sort Code: 937401

Fees can be paid to any staff member and they will record amount paid and seal it in an envelope.

On paying fees you must sign our fees book, a member of staff must be present with you.

For our settling period in our nursery dept. we give the first hour free.

An additional fee of €5.00 per 5 minutes is charged for late collections this should be paid directly to the staff members closing the crèche at 6.30p.m.

If you book a place for your child and for whatever reason you have changed your mind, deposit will not be refunded.

Deposits required to secure your child's place are sessional €60.00, full day care €100.00, baby place €200.00

Fees must be paid weekly or 4 weekly in advance.

Fees are payable for 52 weeks of the year.

Fees are due on Bank Holidays.

Fees must be paid when a child is absent due to illness and holidays.

There is a discount for two or more siblings in full time care only of 10%

Crèche closes for Christmas (1 week) and all public holidays. Fees are due for these days.

Thank you for taking the time to read our handbook, if you have any questions or concerns please speak with Niamh or Helen.