

# Noelle's Montessori

## Parent Handbook

### Contact Details

10 Watson Road, Killiney, Co.  
Dublin

[noellesmontessori1@gmail.com](mailto:noellesmontessori1@gmail.com)

085 1268845

<http://www.noellesmontessori.ie>

## Welcome to Noelle's Montessori

Dear Families,

Now that you have chosen Noelle's Montessori for your child, we welcome you and your family! This parent handbook will serve to communicate our policies and goals for the coming year.

It is important to us that we continue to build collaborative, supportive relationships with families. Please feel free to speak with Noelle for further clarification on the policies and additional information in this handbook.

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#### 1. About US

Noelle's Montessori is a privately run sessional school, with the goal of allowing your child to learn in a safe, welcoming and creative environment. All of the equipment and lesson plans used conform to (AMI) Montessori standards and are specially designed to meet your child's specific developmental needs. We are open Monday through Friday and our callander is given to you at the beginning of the year. Our school caters to a total of 20 children. We have one large, bright and open classrooms. We participate in the Early Childcare Education scheme. **All guidelines and ratios will be adhered too, as governed by the Early Years Inspection Services.**

Noelle's Montessori does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status or sexual orientation. It is desirable for your child to be toilet trained when entering our school. Our places are on a first come first serve basis, however emphasis will be given to children who attend for five mornings per week. **It is the goal of our Montessori school to provide high quality care and education in a safe, nurturing environment to the children and families we serve.** Upon entering the classroom, there is time for chatting and hugs followed by our circle time, after this an hour of 'work,' (children's choice of activity) which is enhanced by Noelle and Alanna. We will then have a snack and outside play, personal development activity and then it's time for home. Our mornings are child led meaning that activities often take place at different time than scheduled.

### **AIM (Access and Inclusion Model)**

Our service provides free inclusive Early Years Educational opportunities for all children from 2.8years to primary school age. To help support us in our goal in providing these opportunities for all children and their families. A program called The Access and Inclusion Model, provided by the Department of Children and Youth Affairs, is there to support children with disabilities in the ECCE program. Below is additional information explaining how the AIM program works. This information is taken directly from their website [aim.gov.ie](http://aim.gov.ie). If additional information is needed, or you feel that your child might benefit from this model, please let me know and we can set up a meeting to discuss things further.

**AIM** is a child-centred model, involving seven levels of progressive supports, moving from the universal to the targeted, based on the needs of the individual child and the service provider. Providers, in partnership with parents can access this program. Below is a list of explanations of these levels and how they are implemented.

**Levels 1 – 3** of the model involve a suite of universal supports which are designed to promote and support an inclusive culture within pre-school settings by means of a variety of educational and capacity-building initiatives for providers and practitioners. International evidence suggests that these supports, when appropriately developed, are sufficient to support many children with disabilities.

However, where a service provider, in partnership with a parent, considers that some further additional support may be necessary to meet the needs of a particular child, they can apply for one or more targeted supports under levels 4 – 7 of the model.

**Levels 4-7** Additional targeted supports could take the form of expert early childhood care and educational advice and mentoring (level 4), specialised equipment, appliances and minor alterations (level 5), therapeutic supports (level 6) or additional capitation to fund extra assistance in the ECCE pre-school room (level 7). More information on these targeted supports is provided below.

Finally, the model applies to all mainstream pre-school settings which are funded through the ECCE programme. In addition to mainstream settings, pre-school services are also offered in special pre-schools and early intervention classes which cater exclusively for children with disabilities. While the underlying vision of the new model is to cater for as many children as possible in mainstream settings, it is recognised that a small number of children will continue to need specialized services.

## **Curriculum**

We offer a curriculum that uses the principles of Maria Montessori and the new Early Years Educational tools of Aistear and Siolta. This curriculum engages children actively in the learning process and provides a variety of strength based learning/play experiences. Children focus on art explorations, play based activities, science, math and literacy development with the direction of the teacher. Ongoing explorations and project work is planned from the interests and questions of children. In addition we work on community building with an inclusive practice for all students, through friendship development, using our grace and courtesy lessons, social skill development and cooperative group learning. Our aim of education is the development of the holistic child: intellectual, social, emotional and creative within the context of a caring multicultural community. We send out news letters and observations to parents, keeping them abreast of their children's time at Noelle's Montessori

Noelle's Montessori is a privately run school with the goal of allowing your child to learn in a safe, welcoming and creative environment. All of the equipment and lesson plans used conform to (AMI) Montessori standards and are specially designed to meet your child's specific developmental needs.

- **Staff-**

Noelle O'Sullivan-Directress/Owner/Manager/Montessori Teacher, NNEB, NFTD awarded by London Montessori Centre. BSc. Hosp.

Noelle left school and went straight into studying childcare with the London Centre of Montessori in Dublin. Two courses were taught at once covering conception to children aged 7 years and Montessori teaching. Having a natural love for and wonder of the development of young children Noelle started her career working with children with additional needs in Dunmore House in Glengageary. After this Noelle nannied and then moved on to set up a creche for the Lowsley's called Kiddlywinks and ran this until life took her to Southampton where a love for Montessori teaching was enhanced by an inspirational Montessori owner, so much so Noelle decided to return home, build a bright, open planned pre-school in 2003. Continual training and development ensures Noelle is up to date with all current thinking of childcare and regulations. Noelle works closely with Dun Laoghaire Rathdown Childcare Committee, Tusla and the Department of Education to provide the best possible service to the children and their families in her care.

- Alanna O'Halloran- Assistant Manager/Room Leader/Montessori Teacher (A.M.I)  
Alanna is an experienced and kind Montessori directress. After finishing school Alanna knew she wanted to work closely with children and found Montessori teaching a wonderful way to enhance children's lives. She qualified and has worked with Noelle since 2004. Alanna continues to upskill and is committed to providing the best environment for the children in her care.
- **Plan for volunteers** - All Students/Volunteers will have an orientation session prior to beginning in the classroom. All Students/Volunteers **must** review **all** policy and procedures before working in the classroom. All Students must sign a student declaration form, explaining expectations of their behavior and duties, before working in the classroom. All Students/Volunteers will undergo a Background Record Check either done by Noelle's Montessori or the college in which they are enrolled. Proof of Background Record Check must be validated before working with children. All students and volunteers are under supervision at all times. Their days and hours in the classroom are kept track of by either Noelle or Alanna.

## **2. Staff supervision/training and support**

Regular supervision and support is available to staff and volunteers, through one to one meetings or group meetings.

## **3. Calendar**

We issue a calendar at the beginning of the school year. We are closed for all bank holiday and public school holidays.

## **4. Settling in sessions: *Tips for you – the parent***

- Remind yourself that this is a positive move for your child. Just think of the opportunity that you are giving him/her to gain skills that will hold him/her in good stead for their next step out into an environment that is totally new like Primary school. And of all the fun he/she will have.
- Be assured that you have done your research and have chosen the right setting for both your child and yourself. You have to **trust** in the staff and believe that they have the best interest of your child in mind and will support both your child and yourself to settle into their setting. It is okay to ask questions, it is better to establish an open dialogue from the outset. If there is something that you do not understand it is important that you clarify it immediately.
- Have a smile on your face when the door of the setting opens and the member of staff greets you and your child for the first time. Let your child see that this is going to be a good place for them and that you are happy that they are going (*it is so important to give this positive energy to your child even if deep down you are feeling worried/nervous or tearful*).
- It is inevitable that your child may cry, whether it's as the front door opens or when you leave them for the first time. Now is the time to be strong and positively reinforce to them that they are going to have so much fun and that everything will be okay. It is also important to tell them that you are coming back in a very short while to see them again.
- For the first few weeks, your child may have a different reaction each time you approach or arrive at the setting and it is equally important for you to be positive each time. They may run in one week and be very clingy the next, it may not necessarily be because they do not want to go inside, the upset may have been caused by something they saw or misunderstood along the journey. At this young age, consistency and routine is an important feature in the day to day experiences of your child.
- Reassure yourself that this won't last forever and as with most things in life change can sometimes be difficult to take on at the beginning, but things will improve. It is much harder on you as a parent as you will analyse things much more and also feel guilty. But don't be hard on yourself, with the right pre-school you will know and see how beneficial it has been for your child (but this may take a bit of time to recognise). Again ensure you keep an open dialogue with pre-school staff so that they are aware of how you/your child is feeling and can help you. We are here to help.

**At Noelle's Montessori we work in partnership with parents to establish trusting and respectful relationships with two way communication at the heart of what we do, to meet your child's needs and achieve the best possible outcome for all. As do you as parents, we want to help develop your child to their full potential in a loving, safe and stimulating way.**

## **5. Behaviour/Guidance and Inclusion**

At Noelle's Montessori we have basic rules for the health and safety of the children. We tailor our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior.

We encourage children to develop their own self control, autonomy, management of feelings, problem solving, and to work towards cooperative social behavior. The underlying goal of all discipline is to help children develop inner self controls and to replace adult-maintained external controls. We facilitate children coming up with their own solutions when conflicts arise. We promote the development of self control and empathy within each individual child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children. We avoid the use of "No" and "Don't" unless a child is in danger, and even then follow it with a reason such as "that isn't safe" or "I can't let you hit Eoghan with the block because it hurts him".

We will work together with parents for a consistent approach to a child's behavior. Parents are encouraged to discuss any questions regarding classroom and behavior management with the teachers or Director. Teachers and Director will make whatever adjustments to schedule or activities where possible. We offer choices, try to redirect activity or point out natural or logical consequences of various behaviors.

We try to separate the "deed" from the "doer" trying to relay the message that a child is accepted but the behavior is problematic. Positive behaviors are strongly encouraged and noticed. We point out when children share and offer other acts

of friendship together.

If teachers have concerns about a child's behavior the first step is documentation of concerns and the context in which they occur. The second step is a conversation with the parents. The goal is to come up with a mutually agreed upon plan to address the behavior both at home and at school. At this point further information is offered to parents: We would encourage an appointment with the child's doctor. If there are speech and language concerns we would refer families to their local health services or other appropriate agency to address the particular concerns that teachers or parents may have.

If the child's teachers feel that the child would benefit from additional services, they will notify the parents and make recommendations. Parents will be notified of the situation and of all ongoing developments by either the teacher or the Director. A parent conference will be scheduled as soon as possible to discuss the concerns. Parents will be given, in writing, the reason for recommending additional services, a brief summary of the preschool's observations related to the referral and any efforts the preschool has made to accommodate the children's needs. It is the parent's responsibility to share pertinent information with teachers, and to request additional conferences with the teacher or director if they feel this is needed. We will work collaboratively with support services.

Noelle's Montessori welcomes all children and aims to provide an inclusive environment which caters to the needs of all children. It is desirable for all children to be included into our child care services, and all parents to have access to the local service of their choosing. Noelle's Montessori affirms that the individuality of children should be valued, their needs considered and their rights respected. It further affirms that programs and practices should as far as possible:

- take a flexible approach to education and care;
- make appropriate expectations for each child;
- assist staff to develop the relevant skills and knowledge for working with all children and their families;
- support staff to make contact with specialist services as needed.

**6. Transition of a child** – Noelle's Montessori will work to make any transition as smooth as possible for the child. We will speak to the child positively about any transitions that need to be made.

### **7. Parent Teacher Communication**

- **Announcements** of general interest during the school year are posted on the window by the entrance door. Please check this regularly.
- **Parent – Teacher Communications:** In order to keep parents involved in our classroom our service we email news letters, photos (if permission is given, what app's, texts and emails. We encourage parents to contact us by email or telephone with any concerns.
- If a Teacher has any questions or concerns, a meeting or conference will be scheduled with parents. Likewise if a parent has any concerns, they may schedule a meeting or conference at a time that suits both parties. Our teachers urge you to discuss any special concerns or questions that you may have about the preschool or about your child. Please be sure to inform the teachers if something has happened that may affect your child during his or her school day. Events such as a relative visiting, a new baby expected, an impending move, etc, can change a child's behavior at school. If the teachers are aware of significant events in your child's life, they can better understand your child and the changes in his/her behavior. It is also important that you communicate to teachers any special fears your child may have, such as animals, clowns, etc, because of the variety of things that may be encountered in the classroom. If the teachers have been alerted to special fears they can avoid the encounter or prepare the child for the event.
- Early Childhood Educators are designated as mandated reporters. Law requires mandated reporters to immediately make an oral report to the Health Service Executive when, in their professional capacity they have reasonable cause to believe that a child under the age of 18 is suffering from abuse or neglect.

### **8. Parent Involvement**

We encourage parents to contribute to their school by assisting with special projects and sharing their time and talents. Parents are invited to share holiday and other cultural traditions with the children. Any contributions of time, talent, energy are always gratefully received.

### **9. Grievance Procedure**

Our policy at Noelle's Montessori is to maintain the best possible communications with families at all times. If at any time the lines of communication fail to meet a family's expectations the family can bring their concern to Noelle. If concerns are still not met, parents can write a formal letter to the school and advice will be sought from the Early Years Sector to resolve

any issues. WE have a grievence policy that will be followed and copies can be given to any parent who wishes it.

## 10. Admission

Noelle's Montessori enrolls children through the school year on a space available basis. Children must be 2 years old and at an advanced stage of toilet training where possible. As children develop at different stages and are of different abilities we have a 'Personal Care Policy,' in place that is available at any time for parents. We do suggest children visit prior to enrollment. The first two weeks of school are considered a trial period. If after the first two weeks of school the teachers decide that the child is not ready for our program we will refund all tuition and deposits.

**\*\*\*\*Before children are admitted parents are required to fill out an Enrollment Packet.\*\*\*\***

Parents paying on a tuition basis will be asked to sign a contract for the school year and to leave a two week refundable deposit. The deposit is to secure a slot in our school. The tuition and billing are in detail below.

## 11. Tuition and Rates

Students participating in the ECCE preschool year have their tuition paid for by the Department of Children and Youth Affairs.

Daily rates for students to attend is €22 per day. We would prefer that students attend at a minimum of two days per week. Parents may pay for the service on a, monthly or yearly basis. We accept cash, cheque or Direct Debit.

## 12. Arrival and Departure

Please do not arrive earlier than the time you have contracted for. Feel free to stay for a short time to help your child settle in (PLEASE SEE SETTLING IN SESSIONS ABOVE). If your child is having a difficult time separating please speak to a teacher, in order to develop a plan for how best to negotiate departure. You will drop off your child to their designated classroom, and their teacher will advise you where to place school bags and coats. All parents are asked to wait at the end of the driveway for pick ups. Due to the large amount of windows in our room we ask you to wait until all the children are ready to go and then ask you to come up to the gate to collect your child, allowing any information you may require be passed onto you. This way the children are safely passed to the person collecting them, in a happy and positive manner.

## 13. Authorisation to Collect:

If your child is to be picked up by anyone not listed on the release form signed on your registration (i.e., babysitter, classmate's parent, etc) we must have a written notice to that effect, or you must personally speak to your child's teacher to inform them of any changes. You may send or deliver a signed note, or leave the information, date, and a signature with the teacher. Any Changes on Authorisation for Collection must be reflected on your child's enrollment forms, i.e., new childminder.

## 14. Lunch/Snack

Each child attending school will bring his/her own lunch that **does not require refrigeration**. We request that parents provide a healthy lunch; no yops, frubes, nutella, nuts, peanut butter, candy, gum, soda, buns, biscuitsetc. please. We cannot heat lunches and there will be no sharing of lunches in case of allergies. Ideally childrens lunches will include only healthy choices. Sending special treats and desserts make it difficult for children to eat healthy food and puts teachers in a position of having to negotiate with children. Please save special treats for home. **As always please let the teacher know of any allergies. Please remember a beaker of water.**

## 15. Toys from Home

Children are asked not to bring toys from home. If a toy comes in to school it may be shown to other students at circle time, and then put to one side until outside play. It is not the responsibility of Noelle's Montessori to ensure this toy makes it home.

## 16. Clothing

**Clothing for your preschool child should be simple, comfortable, washable and easy for your child to manage. We do get messy and your child should be able to fully participate in all preschool activities and not worry about keeping their clothing clean or tripping over loose clothing. We spend time outside every day it is at all possible and often do gymnastics inside. Velcro shoes are best as pre-school children can not manage laces and this hampers their**

## **personal development.**

Please have your child wear or bring appropriate warm clothing. It is essential for the convenience of everyone that all articles of clothing be clearly marked with the child's name or initials. This will help everyone keep track of clothing and help minimize the contents of our lost and found bin.

Please bring the following items to school for your child:

- a bag containing an extra set of clothing (including pants, shirt, underwear and socks) all labeled with your child's name.

## **17. Health Care Policy**

Illness in young children in schools and child care settings is very difficult to manage. We understand that parents depend on us to provide care for their children but on the other hand we are not equipped to care for children when they are ill. The well being of the individual child is our main concern but the health of other children and the staff is also a concern. Parents may differ in their assessments of what constitutes illness, so this policy attempts to develop a consistent standard of wellness. The teachers and Director will make final decisions about whether or not a child is well enough to attend the school.

Please observe your child carefully and remember that your child has the potential for infecting many other children, staff and parents. The day at school is demanding on children's stamina and children who are not feeling well will have a difficult time enjoying the day. Sometimes a day at home to rest will be a great help for a child who is not quite him/herself. We ask that you notify the school by 9:00am if your child will be out sick.

Children must be able to fully participate in all activities of the day including outdoor play in order to attend school. The teachers and Director reserve the right to send your child home if in their judgment your child is contagious to other children or too ill or uncomfortable to be at school. You will be informed immediately of the decision and are expected to pick up your child or make arrangements for someone else to pick up your child. If we cannot reach you we will contact your emergency designee.

The following list details many of the signs and symptoms which indicate that your child should remain at home and for which the staff will send your child home.

1. Fever of 38 degrees or higher. A child must have a normal temp for 48 hrs. before returning to the school.
2. If your child is on antibiotics they must be on it for a full 48 hours before returning to school.

3 Any contagious disease. Some of these are:

- Bronchitis or persistent cough
- Chicken pox
- Conjunctivitis "pink eye"
- Diarrhea
- Herpes simplex
- Impetigo
- Runexplained ashes
- severe cold with fever – much sneezing and nose drainage, severe tiredness or irritability, complaints of aches or pain (earache or sore throat)
- Strep throat

Parents will be notified, via email, whenever there is an infectious disease at the school. An exposure notice will be emailed which details the symptoms of the disease, recommended treatment, and when a child may return to school. In some cases of more virulent diseases a memo will be sent to all parents and staff in the preschool with details about symptoms and treatment.

Please do not medicate your child with calpol, cough syrup, etc. before sending them to school. We find that when the meds wear off in 2-3 hrs, we have an ill and unhappy child on our hands. A child who is ill enough to need these medications should probably be at home. (See the medication policy for medication)

If your daily schedule does not allow you to stay home with your sick child or to pick up your child during the day, please have alternate care people available, whom you designate as such, and who are aware that they have been designated and might be called to pick up your child.

Hand washing is the first line of defense against disease. We are vigilant with both children and adults that hands are

washed before eating or cooking, after toileting, handling body secretions and after cleaning. Please remember to have your child wash hands before entering the classroom in the morning.

If your child has a chronic illness we ask that you and your child's doctor share as much information as possible to ensure that we can do our best to monitor your child's health needs while in school. We encourage parents, with the written permission of their health practitioner, to train staff in the implementation of their child's individual health care plan.

**Any accident/incident will be documented by a staff member and the parent will be informed.**

## **18. Medication**

**Administration of Medication:** If a child is no longer ill but needs medication to complete a subscribed dosage, will administer the prescription. To do so we need the following:

**For non-prescription medication:** A written order from the physician stating the name of the medication, the dosage to be given, as well as parental permission. Parent needs to fill out an authorization form. A physician may give a standing order for medication, valid for 1 year from the date signed. An attempt will be made to contact the parent before the medication is administered unless the need is urgent or permission has been given in the morning by the parent.

**Prescription medication:** The pharmacy label on the prescription, container will suffice as physician's order and parental permission will be needed as well.

**Authorization for medication form:** Medication forms can be obtained from a teacher or Director. The form must show the date, name of medication, dosage, time to be administered, number of days administration is to continue and must be signed by a parent or guardian and teacher.

All medication must be given to a teacher or Director along with instructions. Never leave medication in your child's bag. Please bring a measuring utensil with medication. All medication containers will be returned to the parent when no longer needed, empty and/or when the medication has expired

## **19. Emergency and Non Emergency Medical Procedures**

In case of minor accident or injury:

1. Staff will administer first aid to the child
2. the child's parents or physician will be called, if necessary.
3. If any treatment is administered, no matter how minor, an injury report will be filled out by the teacher and the parent will be notified. The copy will be kept in our accident book.
4. The Director will log injury

In case of serious illness or accident:

1. The staff will immediately call 999.
2. Emergency First Aid will be administered by a staff member if necessary. All permanent staff are required to be first aid certified and re-certified every two years.
3. The parent will be called and asked to meet the child and teacher at the hospital. If unreachable we may call the child's physician.
4. The child will be accompanied to the hospital
5. The teachers will bring the child's authorization and consent form to the hospital.
6. The staff will continue to attempt to contact parents
7. The incident will be documented in writing and placed in the child's file.

## **20. Emergency/Evacuation Plan**

In case of emergency we will call 999 to obtain information in the case of natural disaster or other emergency. If evacuation of the building is deemed necessary we will follow our fire drill procedures. We exit through the glass double doors the teacher will lead the children to our designated area, our cherry tree. Monthly fire drills take place

Teacher will call 999 to notify authorities of the emergency or to obtain further information. Attendance forms along with parent contact information. Another member of staff will do a sweep of the classrooms and bathrooms before exiting out the front door. Teachers will help to reassure children while insuring safety.

Missing Children: In the case of missing children the procedure will be:

1. Immediate thorough search of the premises including all outdoor play areas
2. Notification of Guards
3. Notification of family / emergency contacts

## **Evacuation Plan**

In the event of a natural disaster, fire, loss of heat/hot water or other emergency situation requiring a need to evacuate the school, the following steps will be followed:

1. Children will be escorted out to the safest area part by teachers.
2. Attendance will be taken by the teacher(s) with the group of children. A person will be available to check the school for unaccounted children.
3. Teachers will bring attendance ledgers, emergency contact numbers, and cell phones in order to contact parents and emergency personnel.

## **21. Infection Control/Illness and Exclusion**

The Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013 require that a specific biological agents written risk assessment is completed and measures are put in place to protect the health and safety of students and employees. Training and information on (a) potential health risks; (b) precautions to be taken; (c) hygiene requirements; (d) the wearing and use of personal protective equipment; (e) possible vaccines available; and (f) steps to be taken by employees in the case of accidents and to prevent incidents.

Hand washing is the first line of defense. Below is the required technique by the Safety, Health and Welfare at Work (Biological Agents) Regulations.

### **Hand-washing technique Preparation:**

- Remove hand and wrist jewelry (wedding band allowed).
- Wet hands thoroughly under warm running water.
- Apply 5mls of soap to cupped hand by pressing dispenser with heel of hand.  
Rinse thoroughly.

### **Hand washing**

- Rub palm to palm 5 times.
- Rub right palm over the back of the left hand up to wrist level 5 times. Do the same with the other hand.
- With right hand over the back of left hand, rub the fingers 5 times. Do the same with the other hand.
- Rub palm to palm with fingers interlaced.
- Wash thumbs of each hand separately, using a rotating movement.
- Rub the tips of the fingers against the opposite palm using a circular motion.
- Rinse hands thoroughly under running water to remove all traces of soap.
- Turn off taps using elbows or foot pedal.
- Dry hands completely using paper towel or air-dryer.
- Discard paper towel in waste bin, opening with foot to avoid hand contamination

In line with requirements in the General Application Regulations, the Biological Agents Regulations require that certain hygiene measures be in place.

- Employees and students may not eat or drink in any area where there is a risk of contamination.
- Employees must be provided with suitable washing and toilet facilities to prevent contamination or re-contamination.
- Appropriate use of skin antiseptics should be considered.
- Suitable individual protective equipment must be provided, managed, cleaned or disposed of to prevent contamination.

Employers must inform the Authority of any accident or incident that could cause serious infection or illness to any person to the Guidelines to the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013. A form of notification of a dangerous occurrence should be completed in this case – forms for the notification of a dangerous occurrence or an accident can be found on the Health and Safety Authority's website: [www.hsa.ie](http://www.hsa.ie).

Below procedures that are put in place to deal with risk assessment of infection control.

## **22. Toileting**

Staff guidelines: No child shall be punished, humiliated, or verbally abused for soiling, wetting, or not using the toilet. All children and staff are to wash their hands with soap and running water after going to the bathroom and before snacks, meals, or handling food. Staff members also wash their hands with soap and running water after assisting children with toileting or toileting themselves.

Clothing soiled by feces, urine, vomit, or blood is bagged in plastic bags and stored apart from other items for the parent to take home to launder. **We will not be able to rinse out soiled clothing due to contamination reasons.**

In addition to each child's extra change of clothing, the school has clothing available for changing purposes. All school clothing must be laundered after being worn by a child and returned to school.

**Bathrooms at the school are cleaned every day. Proper PPE will be provided and used. Rules for washing hands are posted at the sink. Children are encouraged to use the bathroom facilities whenever they wish and a teacher will accompany them when they leave the classroom. The teacher will assist the child if requested, or if no assistance is required, stand in the doorway until the child is ready to return to the classroom. Please talk to the teachers about ways we can help make this process work for your child.**

## **23. Visitors to our Service**

This service aims to provide children with a varied and wide experience and from time to time the service may organise visitors to our service. It is our policy to ensure the safety and well being of children during these activities through planning, risk assessment, management and supervision of the activity. In managing and planning these activities we will:

- Inform parents of the proposed activity
- Seek written consent from the parents; children will not be able to participate in this activity unless this has been obtained
- Ensure an adequate number of personnel are present and that the children are supervised at all times
- Ensure that the person in charge will have access to the service mobile phone in case of emergency
- A risk assessment will be carried out and reviewed annually
- Ensure staff are familiar with emergency procedures

## **24. Social Media Policy**

Noelle's Montessori may post photos of paintings, art's & crafts, activities with the back of the children or the children's hands without names on social media

- Pictures taken of any child, must have written consent by the child's parent and for use of emailing what's apping photos of your child's day to you and other parents of children in the photos.
- All photographs will be taken with Noelle's Montessori equipment.

- No employee is allowed to take photographs with their own personal device.
- Any employee found to be in possession of a photograph on a personal device, will be grounds for disciplinary action.

If a parent does not consent for their child's photograph to be taken it will not including observations of the said child.

## **25. Premises Safety and Security/Risk Management**

It is the responsibility of the Director and Assistant teachers to make sure that the welfare of all children in her care are Safe and Secure at all times. Once children are in the classroom all doors are secured and may not be opened without the consent of the the staff of Noelle's Montessori. Parents or visitors wishing to reenter the classroom must rwait at the gate if a sign requesting them to do so is displayed. All Fire Safety measures will be followed and addressed as above to ensure safety and security measures. Physical exercise is a part of our classroom everyday. Children will be escorted at all times when moving in or out of the classroom. The Directress and Assistants will make sure that the premises (hall/Garden area) are safe and secure before allowing the children to enter. Once in theses areas the Directress and Assistants will once again secure the area to allow the children to play safely.

## **26. Pet/Animal Policy**

Noelle's Montessori believes that having pets in a service, or having animals visit a service, is of great benefit to the children as they will experience and learn skills which will support them throughout their lives. While there are many benefits of keeping and interacting with animals in the service, there are issues and concerns to think about in order to ensure the safety and wellbeing of both the children and the animals.

- Animals will be carefully selected considering their size, care needs, temperament, health risks and appropriateness for children
- All animals will be cared for properly including feeding, exercise, interaction with them and cleaning of bedding or living area
- Staff will be assigned duties of care for the animals
- Children will always be supervised if handling the animals
- Children and staff will always wash their hands after handling the animals
- Children will not clean the animal's living area or have access to any animal waste
- Animals will not be kept near the food preparation area
- No animal with a risk of carrying parasites, bacteria or similar are allowed on the premises
- A risk assessment will be carried out for any animal introduced to the service
- Parents will be notified in writing of any animal joining the service
- If a child has an allergy to the animal, this will be accommodated on an individual level

This is not an exhaustive list and there may be other essentials required.

**27. Transportation:**

Noelle's Montessori does not provide transportation

**28. How to contact Dun Laoghaire Rathdown Childcare Committee, Department of Childhood and Youth Affairs, Tusla**

**DUN LAOGHAIRE RATHDOWN CHILDCARE COMMITTEE 01-2896600**

**Department of Children and Youth Affairs**

43-49 Mespil Road  
Dublin 4

Tel: +353 1 6473000  
Fax: +353 1 6473101  
E-mail: [contact@dcya.gov.ie](mailto:contact@dcya.gov.ie)  
Web: [www.dcya.gov.ie](http://www.dcya.gov.ie)

Tusla – Child and Family Agency,  
The Brunel Building,  
Heuston South Quarter,  
Saint John's Road West,  
Dublin 8.  
D08 X01F

**Phone: 01 7718500**  
**Email: [info@tusla.ie](mailto:info@tusla.ie)**