

Late Collection Fees Policy

Klever Kidz Pre-school is committed to following our "Late Collection Fee's Policy" to ensure children are collected on time on a daily basis. If this is not the case, parents must pay the fee required below.

Procedure

It is the policy of Klever Kidz Pre-school that any parent / guardian is late to collect their child in any session ending at 12.00 p.m. or 3.30 p.m. will be charged a fee of €2.00 per minute effective immediately. Due to the COVID-19, we cannot allow for any persons to remain on the premises after these times due to extra sanitisation that needs to be carried out in the preschool after each session finishes.

Parents / guardians will be notified on the day of their late fee. They will receive a notification and their lateness will be documented. If they continue to collect their child late, a meeting will be held to discuss our concerns.

If however, parents / guardians do not pay the Late Fee, the following procedure will incur:

1. Parents / guardians will be issued with an invoice notifying them of their payment and given a chance to pay the late fee.
2. A meeting will be arranged and held between parent / guardian and management to discuss the matter. Parents / guardians will have a chance to pay the late fee again. Management will issue the parent / guardian with a written notice. This notice will include the late fee amount and a written warning that their child may be terminated from the facility if the fee remains unpaid within 1 week.
3. After a further week of the unpaid fee remaining unpaid, the parents / guardians will be issued with a further and final written notice terminating their child from the facility due to the late fees being unpaid.

All adults will be required to wear face masks in the event of a face to face meeting being held. Where applicable, meetings may be held in the office area.

If the parent / guardian pays the late fee or agrees a date to pay the sum in instalments, the above will be terminated.

Healthy Eating Policy

Klever Kidz Pre-school is committed to following our "Healthy Eating Policy" to ensure the children within our facility follow a healthy eating plan.

Procedure

It is the policy of Klever Kidz Pre-school that only healthy foods are consumed on the premises during lunch time every day supplied by the child's parent / guardian.

The below is a guideline of Healthy & Unhealthy food permitted & forbidden in the pre-school to be followed by parents / guardians. Parents / guardians are required to use their own initiative in providing a healthy snack for their child. Should the practitioners feel a child has an unhealthy item, they will discuss with the child why they cannot eat this item and a note will be sent home in the child's lunch box explaining the reason why the item was returned uneaten.

Permitted	Not Permitted
<ul style="list-style-type: none"> ➤ Sandwiches, rolls, crackers, ➤ Fruit ➤ Yogurt, frube, fruit drink (ONLY 1 per child) ➤ Chopped vegetables ➤ Cheese ➤ Meat ➤ Other healthy options 	<ul style="list-style-type: none"> ➤ Chewing gum ➤ Crisps ➤ Chocolate ➤ Sweets ➤ Cakes incl. birthday cakes ➤ Raisins ➤ Popcorn ➤ Jellies ➤ Sausages ➤ Capri Sun, other sugary drinks ➤ Peanuts of any sorts (in the case of a child/ren with nut allergies) ➤ Peanut butter (in the case of a child/ren with nut allergies) ➤ Other unhealthy options

Dietary Requirement

All special dietary requirements will be respected inclusive of dietary needs and cultural dietary habits. Parents / guardians will be asked on their child's application form to notify the pre-school of any of the above regarding their child.

Collection of Children Policy

Klever Kidz Pre-school is committed to following our "Collection of Children Policy" to ensure the children's safety & welfare is met at all times.

Procedure

Under no circumstances will a child be permitted to leave the premises except in the care of a person named on their registration form which is signed by their parent / guardian.

The named persons on their child's registration form must be over the age of 16 years. If, however, a child under the age of 16 is to collect their child from pre-school for any reason, the parent / guardian **MUST** send in a letter or text message to Karen on 087-7721878 confirming they give permission for a minor to collect their child on this day.

If a circumstance / emergency arises where the child is to be collected by someone other than a named person on the child's application form, parents / guardians must discuss this with a practitioner in advance or text the company mobile on 087-7721878 with the name of the designated person due to collect their child along with a contact phone number for this individual.

Klever Kidz Pre-school will not allow anyone to collect a child without authorisation from the parent / guardian's.

If a parent / guardian wishes to change a person on their list, they will need to fill in a new "Collection Form" with the new persons details & return to Klever Kidz Pre-school a.s.a.p.

Head Lice Policy

Klever Kidz Pre-school is committed to following our "Head Lice Policy" to ensure the children within our facility are clear from lice or eggs and to prevent further spreading within our facility

Procedure

When head lice is presented in the pre-school, all parents / guardians will be notified through text message to check their own child's head and treat if possible. They are also requested to wash hats, coats, scarves etc. to prevent the spreading of lice throughout the facility.

Children who have head lice must be removed from the facility with immediate effect. They cannot return until 24 hours **AFTER** they are fully clear of lice and eggs to protect the other children.

When the child returns to the school and we have been notified they are clear of lice, the staff of Klever Kidz Pre-school will inspect the child's hair again to ensure there is no more eggs or lice. If lice is found to be visible again, we will once again follow the above procedure where the child will be sent home until they are clear of lice & eggs.

In the case of a child who is present with head lice on a regular basis and the above steps have been carried out a number of times and meetings have taken place with the parents / guardians to discuss same, our Designated Liaison Person for Klever Kidz Pre-school – Aimee Rochford & our Deputy Manager – Karen O'Neill may notify Tusla (HSE) regarding the situation of lice not being cleared in the child as this a form of neglect. Please refer to our "Child Protection Policy" for further details.

If the child is re-sent to pre-school after Tusla have been notified and they contract lice or eggs again, we may have no alternative but to suspend the child from the facility until they receive a letter from their doctor declaring they are cleared from lice and eggs and are suitable to return to pre-school. Klever Kidz Pre-school will liaise with Tusla in the case of a report being filed and to see the progress of this situation regarding the child in questions.

Late Fees Policy

Klever Kidz Pre-school is committed to following our "Late Fee's Policy" to ensure parent / guardian of private paying children make repayments to ensure they do not fall into arrears

Procedure

It is the policy of Klever Kidz Pre-school, any parent / guardian paying private for their child attending the setting make regular payments for their child's attendance in the pre-school. Should a parent / guardian fail to make these payments, the following steps will follow;

1. Parents will receive a text message from management on Friday notifying them of the fee outstanding. Payment should be made no later than Monday unless an arrangement is put in place from management.
2. If parent / guardians fail to make payment by Monday, another text will follow to remind them.
3. If payment is not paid, a meeting will be arranged to discuss the arrears. Parents/guardians will have a chance to pay the late fee again. Management will issue the parents/guardians with an invoice of the arrears.
4. After a further week of the unpaid fee remaining unpaid, the parents / guardians will be issued with a further and final written notice and their child may be terminated from the facility due to the late fees remaining unpaid.

We understand difficulty may arise making regular payments and weekly payments may not suit everyone. Unless an agreement is made between management and parents / guardians, payments are expected on a weekly basis. Parents can choose to pay every fortnight or monthly, this needs to be arranged with management before your child is due to commence in pre-school.

CCTV Policy

CCTV Cameras have been installed externally for security purposes at the residence of 1 College Farm Green, Newbridge, Co. Kildare.

Procedure:

CCTV Cameras are located around the entire external building of Klever Kidz Preschool and residency of 1 College Farm Green, Newbridge, Co. Kildare. The cameras will operate 24 hours per day.

The CCTV Cameras have been installed as a security measure and may be used on request by An Garda Siochana, Insurance Companies and/or other professional bodies to which we will request in writing the purpose for this.

Under GDPR, individuals recorded on the footage have a right to access footage of themselves **ONLY**. Two CCTV notification signs have been displayed in the front and rear of the vicinity to inform the public of their existence. Our data is only stored for a period of one week to which after this time, it is automatically deleted. Cameras are installed externally **ONLY** and not internally.

Employees at Klever Kidz Preschool are aware they will be recorded during their hours of operation externally during their employment period with us.

Illness Policy

Klever Kidz Pre-school is committed to following our "Illness Policy" to ensure the children, practitioners and other bodies within our setting are protected from illnesses as much as possible.

Procedure

It is our aim and policy at all times to protect the children, practitioners & other bodies from spreading and catching communicable diseases and for them to be comfortable while attending the pre-school. If children are unwell, they are unable to play, explore, learn etc. and can become unsettled and uncomfortable in their surroundings.

If practitioners are unwell, they are unable to focus on their tasks and daily routines to care for the children within their care in the facility.

High temperature & Other Common Cold Symptoms

Should a child within our service display **ANY** symptoms of common colds, high temperatures etc. before coming to preschool, they are not permitted to attend. If your child has a runny nose, they are required to stay home and monitored for 48 hours. If they do not develop any other symptoms related to COVID, they can return to preschool. If they develop further symptoms, you must contact your local GP for advice. Please refer to our COVID-19 Policy for further information regarding their attendance etc. Should your child display symptoms in preschool, we will follow our COVID-19 Policy guidelines and contact their parent/guardian to collect your child immediately.

If another person in the child's household is displaying symptoms of COVID, the child must remain home until the other person has had a COVID test. The child is permitted to return once the individual is fit and well. Please refer to our COVID-19 Policy.

Due to COVID-19, parents will be asked the following questions on arrival to preschool;

1. Is your child or anyone in their household displaying any COVID symptoms?
2. Has your child been administered medication in the last 24 hours?
3. Has your child been a close contact to anyone with COVID?
4. Is your child fit & well to attend preschool?

Parent must answer "No" to questions 1,2&3 and "Yes" to question 4.

After parents are familiar with these questions, they are displayed on our window. Parents are required their own common sense and NOT to present their child to preschool if they are not well or have been a close contact.

The above 4 questions will also be asked to any visitors entering the building also. The practitioners must also answer these questions.

A log will be kept of these answers from the parents, visitors and practitioners on a daily basis.

COVID-19

Due to recent updates and guidelines from the HSE on 24/08/2020 – *Schools Pathway for COVID-19, The Public Health Approach*, Klever Kidz Pre-school will **NOT** administer Calpol, Paracetamol or Ibuprofen to any children who attends our facility should they show symptoms of a common cold or display symptoms of COVID-19 as this can delay a positive diagnosis in a child. Please refer to our "COVID-19 Policy" for further details.

Vomiting & Diarrhoea

If your child has been vomiting or suffered diarrhoea, they are required to **stay home from pre-school for 48 hours** for them to reach full recovery and to prevent the spread of infection within the facility causing others to become ill. If a child is on their way to recovery and happens to relapse, i.e., vomit or has diarrhoea on e.g., 46th hours, they will be required to stay off the premises for a further 48 hours from the time

Illness Policy Continued.....

they relapsed. They **MUST** be cleared for a **FULL 48** hours before they return to preschool.

Anti-biotic

The staff at Klever Kidz Pre-school **WILL NOT** administer any form of anti-biotic to your child while attending their 3-hour session. If a child is on an anti-biotic, we request you keep them at home for the first 24 hours of taking the anti-biotic. Anti-biotics should be administered to your child in your own personal time and not on the pre-school grounds.

Extreme Illness

Under no circumstances can a child attend the facility while suffering from any of the following;

- **COVID-19**
- **Chickenpox**
- **Measles**
- **Mumps**
- **Meningitis**
- **Hepatitis**
- **Impetigo**
- **Conjunctivitis**
- **Other serious contagious illnesses**

Parents / guardians are asked to inform the pre-school staff if their child is suffering any of the above or any other infectious disease or illness in order for us to notify other parent / guardians of children who are also attending the facility and could be at risk. We, at Klever Kidz are also obliged to notify Tusla, The Child and Family Agency should a serious illness case or outbreak arise within the preschool facility. In some cases, this can cause the facility to close immediately, and we must follow guidelines as instructed to us by relevant professional bodies.

COVID-19

Please refer to our FULL COVID-19 Policy & Procedure displayed on the preschool grounds.

Asthma

If a child has asthma, an inhaler can be left on the premises and will be placed in a suitable container with the child's name written on it so staff can assist the child when necessary.

Serious Incident/Illness

If a child has a break, fracture, pneumonia etc., parents / guardians are required to provide a letter from their local GP or hospital to confirm they are fit to attend pre-school after having a serious incident / illness. If this letter is not provided, children may not be able to attend.

A record including the following will be kept, maintained & updated regularly of any illness that occurs in the pre-school; (attached)

- Child's name
- Date
- Suspected Symptoms i.e. vomiting, diarrhoea
- Time off
- Signed (practitioner)

Absence

If a child has been absent from preschool for any reason what-so-ever, they are required to sign a "*Parental Declaration Form*" to declare their child is fit and well to enter the premises and not put anyone else at risk.

Child Protection Policy

The Staff of Klever Kidz Pre-school undertakes to provide children with the highest standard of care in order to promote their general welfare, health and full development and protect them from harm of all kinds in line with articles 19 and 34 of the United Nations Convention on the Rights of the Child.

Klever Kidz Pre-school aims to protect the personal integrity, safety and well-being of each child in the service with the Provision of the National Child Protection Guidelines – Children First.

Child Protection Policy Statement

We in Klever Kidz Pre-school are committed to practice which protects children from harm.

Management, staff and volunteers/students in this organisation recognise that the welfare of children is paramount and our service will endeavour to safeguard children by:-

- *Having a reporting procedure to respond to concerns around children's welfare and safety*
- *Having a Confidentiality Statement*
- *Having a Code of Behaviour for staff and volunteers/students*
- *Having a procedure to respond to accidents*
- *Having a procedure to respond to complaints*
- *Developing a Staff allegations procedure and disciplinary procedure*

As part of the policy, Klever Kidz will;

- *Appoint a Designated Liaison Officer – (DLP) & a Deputy*
- *Provide induction training around our child protection policy*
- *Ensure that staff attend Child Protection Training as appropriate*
- *Provide supervision and support staff and volunteers in contact with children*
- *Share information about the Child Protection Policy and good practices with families and children*
- *Review our Child Protection Policy and practices on a regular basis*
- *Provide a Child Safeguarding Statement within the facility, reviewing every 24 months or prior if necessary*

Reporting Procedure

If there is any concern about the welfare or safety of a child/young person who is involved in this pre-school within their home or community, the following procedure will be followed...

For concerns in relation to abuse of children by people employed or volunteering with the facility, the following procedure will also be followed in relation to the protection of the child. However, in addition, the "allegations" against the staff and volunteers procedure will also be followed in respect of the rights of the staff and member or volunteer.

The employee/volunteer/student etc. (as appropriate to the pre-school) will inform the *Designated Liaison Person*.

The Designated Liaison Person will consider and record the concern.

Designated Liaison Person - Aimee Rochford Mob: 086 0751929

Deputy – Karen O'Neill Mob: 087 7721878

e-mail: kleverkidznewbridge@gmail.com

The above-named persons, or others within the facility who have any concerns regarding a child within their care, may ring the duty social worker for informal advice, i.e. discussing concerns without identifying the child or family. However, after discussion with the duty social worker and when advised to do so, they will make a formal report on the standard reporting form and forward it to;

**Social Work Department of the HSE,
Kildare West Wicklow,
Child Protection Service,
Craddockstown Road,
Naas,
Co. Kildare**

Duty Social Worker contact no's:

045 873200 or 045 882400

Emergency Situations/ Outside of Social Work Dept. Hours, the Designated Liaison Person and staff should make contact with An Garda Siochana;

Local Office, Newbridge; Ph: 045431 212

Local Office, Naas; Ph.: 045 89 7333

Privacy Statement

What Data will be collected?

- Children's Information
- PPSN & Birth Certificates
- Staff information
- Other information relevant to the daily running of our service

Children's information

1st Application Form – This is a one-page document stating the following;

- Child's Name
- Address
- D.O.B.
- Mother & Fathers Names & contact numbers

This document has a consent section to which the parent / guardian **MUST** sign to allow Klever Kidz Pre-school to hold this information for the recommended time required by us, Tusla, Pobal etc.

2nd Application Form (Child's Registration & Record Form)- Our yearly Application Form is sent to parents/guardians before they attend the facility for the new term. Parents / guardians complete this to the best of their knowledge and returned to us for pre-school use. This allows us to get to know the child/ren who will attend the facility for the next 38 weeks of our pre-school term. A large amount of personal data is required in this application form along with Parental Declarations & consent sections required.

PPSN & Birth Certificates

- Parents are to provide their child's PPSN & Birth Certificate to avail of their funding through Pobal, the DCYA for various types of schemes. In some cases, parents will be required to provide their personal details also.
- PPSN & Birth Certs are used to upload information to the PIP Portal System to which Pobal, Kildare County Childcare Committee & others may have access to when needed as per Pobal's Terms & Conditions of our contract with them. They too will store these details until the time that is required and will dispose of them when needed.

Staff Information

Staff are required to provide personal information if they wish to seek employment with Klever Kidz Preschool. The following may be required for viewing by Tusla, Pobal and other professional bodies in the case of an inspection.

- C.V. containing personal details regarding the staff member
- Reference 1 – from past employer
- Reference 2 – from past employer
- Garda Vetting – to be renewed every 3 years
- Employment Contract – provided by employer
- Certificates of qualifications achieved, these may be displayed on the premises and in the staff folder
- Photographic I.D.
- Yearly Appraisal Forms
- Other forms of personal documents provided by the staff member to their employer when necessary
- Consent form to allow employer to hold these documents until required

The information provided will only be kept for the time frame recommended and will be deleted and/or shredded when not needed.

Other Information

- Klever Kidz Preschool use the children's details daily for the running of the pre-school i.e. Children's Roll Book, Accident / Incident Book, etc. Other paperwork is used also such as; Visitors Sign-In book etc. These will be stored until the necessary time limit is required as per regulations.
- In some cases, we may need to pass on the parents / guardians and/or children's details to other professional bodies. Consent forms for these will be agreed to in the child/ren's 2nd Application Form before they commence their start date with us. In some circumstances, consent forms may be drawn up throughout the pre-school year and parents may be required to sign these when necessary.
- Personal data will be used in the case of a referral through AIM, Better Start Programme or other regarding a child. These details will be secured as above and kept for the recommended timescale required.
- Staff may be required to provide personal information for their role as childcare practitioner and to carry out some courses throughout the year. This may include providing PPSN or other data. Once these are used, they will be disposed of by shredding or deletion from the company computer if required.
- In the case of child abuse/neglect or other comes situations comes to the DLP's attention, the DLP and other practitioners at Klever Kidz Pre-school are obliged to report their concerns to Tusla, The Child & Family Agency, An Garda Siochana and any other relevant professional bodies required. Data will be passed on in these circumstances but will not be treated as a breach of Data Protection as they over right in these cases for the child's protection, health & welfare as per our Child Protection Policy – Please refer to our Child Protection Policy.

Why data is collected?

Data is collected to gather information on the individual/s attending the facility such as children, parents/guardians, staff etc.

How long will data be kept for?

Data will be kept for the recommended time frame required by the Regulations set by the DCYA. Once they have reached this time frame, they will be disposed of by shredding and/or deletion from the company laptop which is password encrypted.

Please see a copy of our Full Privacy Statement & Policy & Procedure in the pre-school.

COVID-19 Policy

Klever Kidz Pre-school is committed to following our "COVID-19 Policy" to ensure the children, practitioners and other bodies within our setting are protected from the virus where possible.

Procedure

It is our aim and policy at all times to protect the children, practitioners & other bodies within our setting. The staff at Klever Kidz Preschool will follow daily procedures to ensure we maintain high standards of hygiene within our preschool room with daily cleaning and sterilising of toys, equipment, furniture etc. These will be logged in our cleaning schedule and maintained daily/weekly. Extra hand hygiene will be enforced by practitioners and the children following the HSE recommended guidelines.

Parents:

Parents are required to follow the below guidelines as set out by the HSE:

Negative result:

Unless assessment at hospital is indicated:

- **Child must stay at home. Parent/carer must monitor child's condition for 48 hours for deterioration or new symptoms.**
- **If no new symptoms emerge within 48 hours and they do not require paracetamol or ibuprofen, the child can return to school or childcare.**
- **No restrictions on other well household members are required.**
- **Any other household member that also has symptoms needs to be assessed. This may indicate a higher risk of COVID-19 in the household.**
- **Any diarrhoea must be resolved for 48 hours before return to school or childcare.**
- **Everyone is asked to adhere to Public Health advice on reducing their contacts and preventing infection.**

Positive result:

Unless assessment at hospital is indicated:

- **Advise parent that patient must stay at home and self-isolate pending test results.**
- **If a child is sent for a test, the whole household must restrict movements until the results of the test are known.**
- **If positive: Advise parent that patient must self-isolate for a minimum of 10 days from the onset of symptoms, the last 5 days of which should be without fever.**
- **If not detected: Advise parent that patient must self-isolate until 48 hours after resolution of symptoms.**
- **If a person declines testing, they must be treated as a confirmed case.**

The meaning of Self-isolation and Restricting Movements?

Self-isolation means staying indoors and completely avoiding contact with other people. This includes other people in your household, as much as possible. It applies to people with proven or suspected COVID-19.

Restricting movement means avoiding contact with other people and social situations as much as possible. It applies to those who are without

COVID-19 Policy Continued.....

COVID-19 Policy Continued.....

symptoms but considered at higher risk of developing COVID-19 because they were exposed to a particular risk.

Parents are required to follow the medical and public health guidelines as set out by The Department of Health;

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/childcareguidance/>

About COVID-19

COVID-19 affects the lungs and airways. It is caused by a new coronavirus (SARSCoV-2), which is spread mainly through tiny droplets scattered from the nose and mouth of a person with infection. The droplets can be scattered when the infected person coughs, sneezes, talks or laughs.

To infect you, it must get from an infected person's nose or mouth into your nose, mouth or eyes.

This can happen - if:

- You come into close contact with someone who is shedding the virus and who is coughing or sneezing.
- You touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly

The virus that causes COVID-19 does not spread through the air over long distances (it is not airborne). This means that being in the same big room or in the same outside play area does not spread infection unless people are very close to each other or are touching the same things.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it. It is important that parents, practitioners and other bodies are keeping up to date with new guidelines that are available to them.

More information on this can be sourced from the below; -

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/>

Symptoms of COVID-19

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

COVID-19 Policy Continued.....

- After using the toilet.

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days. (www.who.ie)

COVID-19 can be a mild or severe illness. If a parent, guardian is concerned that they or their child may have symptoms of COVID-19 they should self-isolate /isolate the child and telephone their doctor for advice.

Practitioners who are ill with symptoms are advised not to attend work and to follow Klever Kidz Policy and HSE guidance. Where necessary they must self-isolate and telephone their doctor for advice.

Parents are advised not to present their children to Klever Kidz if their child displays symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have COVID-19.

Temperature checks will not be carried out on the children as this could result in delay in access to the childcare centre. Parents are not required to take their child's temperature every morning. If, however, your child reaches a high temperature of 38 degrees or over, we will contact you immediately to collect your child. Please refer to our "Illness Policy" for further details.

EXTRACT FROM ILLNESS POLICY;

COVID-19

Due to recent updates and guidelines from the HSE on 24/08/2020 – Schools Pathway for COVID-19, The Public Health Approach, Klever Kidz Pre-school will NOT administer Calpol, Paracetamol or Ibuprofen to any children who attends our facility should they show symptoms of a common cold or display symptoms of COVID-19 as this can delay a positive diagnosis in a child.

Practitioners are advised not to present to work if they have been in close contact with a person with COVID-19.

All practitioners, parents, guardians, and children are required to follow the Government's advice regarding travel and restrictions of their movement following travel restrictions outside of Ireland.

Practitioners who develop symptoms during work are advised to bring this to attention of their manager promptly and to follow HSE guidance on self-isolation.

All bodies who enter the preschool are promoted to follow good hand and respiratory hygiene as described below and posters will be displayed throughout the facility.

Hand hygiene:

Wash your hands regularly.

Wash your hands with soap and running water when hands are visibly dirty. If your hands are not visibly dirty, wash them with soap and water or use a hand sanitizer.

You should wash your hands:

- Before and after you prepare food.
- Before eating.
- Before and after caring for sick individuals.
- After coughing or sneezing.
- When hands are dirty.

- After changing a nappy.
- After handling animals or animal waste.

Children who cannot wash their own hands will receive assistance from the practitioners where necessary.

Note some children may develop obsessive behaviour related to hand hygiene and may damage their skin through excessive washing. See HSE hand hygiene guidance at <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Respiratory hygiene:

You should cover your mouth and nose with a clean tissue when you cough or sneeze and then promptly dispose of the tissue in a bin and wash your hands.

If you do not have a tissue, cough or sneeze into the bend of your elbow instead, not into your hands.

Hygiene measures and cleaning regimes

Where possible, we will teach the children how to clean their hands and about respiratory hygiene.

Disposable tissues, disposable hand towels and hand sanitiser dispensers are displayed in the preschool room at each end. There are two hand sanitiser dispensers located in the outdoor areas, one at each entrance to the preschool room.

Hand washing facilities, including soap and clean towels/disposable towels, are well maintained and readily available for the child to use anytime.

The National Public Health Emergency Team (NPHE) recommends young children do not need to wear face masks, therefore, children attending Klever Kidz Preschool are not required to wear face masks during attendance. Practitioners and parents are required to wear face masks during drop off and collection of children where adult interaction will take place. Practitioners are not required to wear face masks once the session commences with the children in the preschool room. During meetings and/or other adult interaction, face masks are required by **ALL** adults.

Bins are supplied to dispose of tissues and hand towels during the session. They will be regularly cleaned and maintained to ensure they do not overflow.

All surfaces will be wiped clean after every use during playtime and snack etc. Suitable antibacterial liquids and/or wipes will be used that are suitable to kill bacteria and/or infections that may pose a risk to the service.

Cleaning of the preschool room is priority and will be maintained at its highest level. However, this may not stop the virus from entering our service through bodily contact. All avenues will be taken to prevent this from occurring. A "Fog Machine" will be used after each session. This takes approx. 2 minutes to spray the room killing any viruses. After 1 minute, we are safe to proceed back into the preschool room with the hope and knowledge of extra sanitising.

Different colour coded cloths will be used for different areas of the room i.e. chairs, tables, units etc. These are displayed over the sink unit and will be disposed of regularly. All other cleaning items will be cleaned on a regular basis and disposed of when necessary and replaced with new ones.

COVID-19 Policy Continued.....

All toys are split into two groups, one for The Daisies (a.m. session) and one for The Roses (p.m. session). After each session, these will be sprayed, wiped down and swapped over so no contact occurs from the other group. Only child from The Daisies will play with their own toys as is the same with The Roses toys. All dress up's will be divided and swapped over after each session and washed on a regular basis. All outdoor toys will be sprayed down after every session daily.

There will be as much outdoor play as possible, therefore children must have suitable outdoor clothing as we will be out in all weathers. During indoor play, windows and doors may be kept open to allow for extra airflow.

Plan of Action

Our plan of action for dealing with children or staff who become ill with symptoms of COVID19 is as follow's;

- If a practitioner displays symptoms, they will vacate the premises immediately and will not return until they are cleared of COVID-19.
- When a child presents with symptoms, we will contact their parent/guardian/emergency contact immediately.
- The child will be seated in our "Isolation Room" with a practitioner until their parent/guardian/emergency contact arrives to collect them. Practitioners will apply disposable gloves, mask and an apron while they wait for the child's parent/guardian/emergency contact to arrive. All items are in individual "COVID-19 Emergency Bags" in the isolation room for cases of an emergency when a child becomes ill during preschool hours.
- **Parent's must contact their doctor and request a COVID-19 test. Once the child has been tested, if they receive a positive result, they must continue to isolate for the isolation period of 14 days as per government guidelines. On the 15th day after the self-isolation period, once they have received medical advice and it is safe to do so, the child may return to preschool. (The above applies for practitioners also).**
- In an emergency, an ambulance will be called. We are not permitted to assist your child to hospital, but we will inform the parent/guardian/emergency contact immediately which hospital your child will be taken to. We will notify the call centre of the child or adults' symptoms. Once an individual displaying symptom of COVID-19 leaves the premises, the area will be vacated, and the preschool will be cleaned and disinfected.
- Once the area is cleaned and disinfected, the other children and adults in the room are permitted to reenter and proceed with their session as normal. There is no need to vacate the building or to close the premises unless instructed by HSE or Tusla.
- Regarding any of the above, we will contact the HSE and Tusla and if they instruct us to close with immediate effect, we will carry this out promptly and all parents will be contacted to collect their child a.s.a.p.
- In some cases where we have been informed of a confirmed case of COVID-19 within the preschool regarding a child, parent, practitioner, or other bodies who entered the facility or were a close contact to someone in the service, we may close the facility with immediate effect. We will then follow Policies & Procedures and follow protocol contacting the HSE & Tusla and other bodies necessary.

Should we have concerns regarding an outbreak within the service, we will contact the Department of Public Health who will advise us on what steps to take. On returning to preschool, the parent/guardian are requested to sign a "Parental Declaration Form" stating their child is fit and well to return to preschool and is not displaying any symptoms of COVID-19, putting others at risk.

COVID-19 Policy Continued.....

The practitioners within the service will use their judgement in considering if the child is well enough to return to preschool and not pose a risk to others. If a child has had medical intervention, we may require certification from a medical practitioner, however, this may not be necessary.

Should a child require First Aid assistance, we will provide this service if applicable.

Confirmed Case of COVID-19

All individuals with symptoms of COVID-19 should contact their GP for further advice.

If after a positive test for SARS-CoV2 (COVID-19), your doctor (or parent) will be contacted by Public Health to identify anyone who has been in close contact with the individual during the period when they were likely to have been infectious.

We will be contacted by the local Public Health staff of the HSE to discuss the case, identify the people who have been in close contact with the individual and we will be advised on any actions or precautions that should be taken.

An assessment will be undertaken by HSE public health staff. We will be supported with advice on the management of children and staff who came into close contact with the case, and this will be based on this assessment. The HSE Public Health staff will be in contact with anyone who has been in close contact with the case to provide them with appropriate advice regarding testing and/or restriction of their movement to reduce the spread of infection. Persons who have been in close contact with a person who has tested positive to COVID-19, should not present to the preschool until after 14 days of their self-isolation period in line with government guidelines. These guidelines are subject to change.

Managing rubbish if a person is diagnosed with COVID-19

- All personal waste including used tissues and all cleaning waste will be placed in a plastic rubbish bag.
- The bag will be tied when it is almost full and then place into a second bin bag and tied.
- Once the bag has been tied securely, it will be left in a safe location for 3 days.
- After the 3rd day, it will be placed into the wheelie bin and collected by the waste company on site.

Should any new guidelines be presented, our policy will be updated accordingly. Please keep up to date with government recommendation and guidelines regarding COVID-19.

Arrival & Collection Policy

Klever Kidz Pre-school is committed to following our "Arrival & Collection Policy" daily to ensure our facility is run smoothly.

Procedure

Arrival:

The pre-school doors will open no earlier than 9.00a.m. & 12.30p.m. per session. Parents/guardians and children will not be permitted on the premises any earlier than the opening times stated above. Parents / guardians are requested to drop their child and leave briskly to prevent the child becoming upset or distracted. Parents / guardians are requested to inform the practitioners if their child will be late to school.

Collection:

It is vital parents / guardians collect their child promptly at 12.00 & 3.30 daily to prevent our "Late Fee Collection Policy" being implemented to parents. It causes stress to their child if they are left behind when the other children are gone home. We are aware issues arise and can cause you to be late. If this is the case, please phone and let us know so we can inform your child that you will arrive soon.

*****Due to COVID-19, the below MUST be adhered to while dropping and collecting your child/ren daily*****

DROP OFF & SOCIAL DISTANCING

Social distancing markings will be displayed on the ground of the preschool property. However, once outside the preschool grounds, this is public property and we are not permitted to lay social distancing marking on the pavement as this is property of Kildare County Council.

Temporarily, we will mark the pavement outside the preschool with chalk, displaying social distancing. It is **YOUR** responsibility to adhere to social distancing rules inside and outside of the preschool grounds.

Please ensure your child stays with you, not allowing them to run around and keep them close as best as you can. Once the door opens, please proceed towards the next ground marking until you reach the preschool gate. Allow your child to pass the gate and we ask you to leave in a swift manner to avoid contact with other people. **PLEASE WEAR FACE MASKS ON**

DROP OFF AND COLLECTION.

NEW PARENTS & CHILDREN; We ask you to line at the end of queue as your child may become upset as they are only new to our facility.

EXISTING PARENTS & CHILDREN; We ask you to line up closest to the gate so your child can proceed into the preschool in a swift manner. Once your child moves inside, please leave the facility in a swift manner.

This will allow children who have not attended and are new to the facility, remain with their parents at the end of the line and we can guide the child safely into the preschool with reduced numbers around. This can be a daunting time for new children attending preschool so we ask you, the parents/guardians to keep moving.

On arrival, the practitioners may need to guide the new children into the room and remove them away from their parents as parents are **NOT PERMITTED** into the preschool room as per government guidelines. We will comfort your child and try to reassure them they will have fun. We are permitted to hug the children and comfort them the way we did before the COVID-19.

Arrival & Collection Policy Continued.....

As discussed above, some children may become distressed during the arrival on their first few weeks. If this is the case, we may reduce your child's hours and gradually increase them to three hours over time. Please refer to our "Settling In Policy" for further information on this matter.

COLLECTION

On collection, we ask that parents of new children starting are at the front of the gate, standing at our social distance tape as their children may become distressed at home time. This can be a very stressful time for them, so we ask for your co-operation regarding this matter. As time progresses and they become more comfortable within their surroundings, this will change over time.

We cannot stress enough regarding late collections. Previously, our late collection fee was €1.00 per minute as per our policy. **NOW**, it has been increased to **€2.00 per minute as per our amended policy, effective immediately.** Reason being, we need children to be off the premises no later than the collection times of 12.00 p.m. and 3.30p.m. **SHARP**, as there is extra sanitisation after both sessions, and toys need to be rotated after both sessions. We cannot sanitise the room while the children are still present, therefore, they need to be collected **IMMEDIATELY**. If you are late, you will receive a docket with the late fee required by you and this will be documented. If there is a pattern of lateness, a meeting will be held to discuss an alternative.

A full copy of our Child Protection Policy & all other Policies & Procedures are available in the pre-school to view at any time or please request a copy for your own records.

All Policies & procedures were adopted at a meeting in Klever Kidz Pre-school with management & practitioners all agreeing to all within the policy.

Infection Control Policy (1)

Infection Control Policy

Klever Kidz Pre-school is committed to following our "Infection Control Policy" in line with HSPC Government guidelines to ensure the children, practitioners & any other bodies who enter the building follow our policy to prevent and minimise the spread of germs and other infectious illnesses, including COVID-19 throughout the building by maintaining a clean, healthy environment within the pre-school setting.

Procedure

It is the policy of Klever Kidz Pre-school to ensure practitioners & children follow and maintain a high standard of hand washing, hand sanitising, personal hygiene, cleaning within the facility etc. to prevent the spreading of communicable illnesses or diseases. We carry out two sessions daily, The Daisies – a.m. session and The Roses - p.m. session. There is up to 22 children per pod per session with 3 practitioners at any one time assisting the children. There is 1 clerical practitioner/office administrator who is fully qualified and will assist when needed in the room to assist the children and practitioners daily. It is not possible to observe physical distancing between the children and practitioners, therefore, it is not advisable.

Daily, in line with government recommendation, practitioners will maintain a high cleaning and sanitising standard of the preschool indoor and outdoor area.

In order to prevent the spread of infectious and communicable diseases including COVID-19, daily practitioners will carry out the following;

- Do whatever is practical to ensure people with symptoms of COVID-19 **DO NOT** enter Klever Kidz Preschool at any time.
- Take all precautions to reduce the chance of spread of virus's
- Implement extra hand hygiene from all practitioners, children and visitors who must enter the setting
- Implement extra cleaning and sanitising in the service in both the indoor and outdoor areas
- If practitioners are feeling unwell or have been a close contact to someone with COVID-19, they will not attend their place of work and will contact their GP immediately if required.
- The service will follow all protocol regarding COVID-19 in the event of a positive or negative case

Practitioners will follow the below Hand Hygiene procedure developed by the HSPC;

- They will wash hands regularly with soap and running water
- Use hand sanitiser when running water is not available
- Teach the children how to hand wash properly and about good hygiene
- Assist the children how to wash their hands and offer help when needed

Practitioners should wash their hands:

- Before and after preparing food
- Before eating
- Before and after caring for sick individuals
- After coughing or sneezing
- When hands are dirty
- After using the toilet
- After changing a nappy
- After handling animals or animal waste
- After cleaning or sanitising the preschool room and toys

Infection Control Policy Continued.....(2)

It is important to be mindful of the children as some may develop obsessional behaviour related to hand hygiene and may damage their skin through excessive washing.

See HSE hand hygiene guidance at <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Practitioners should follow the below;

- Cover mouth and nose with a clean tissue when coughing and/or sneeze
- Promptly dispose of the tissue in a bin and wash hands.
- If tissues are not available, cough or sneeze into the bend of your elbow, not into hands.

Hygiene Measures & Cleaning Regimes

- There are 4 hand sanitiser stations located around the preschool room, 2 internal and 2 externals at each door of the building
- Tissues and hand towels are displayed around the preschool room and in the WC areas
- Sinks, soaps, hand towels and bins are available in both WC areas to allow for hand washing. These are stocked and refilled when needed
- Practitioners **MUST** wear face masks at all times when dealing with parents and/or visitors to the service. However, masks do not need to be worn with the children, but we will support staff if they wish to wear them daily. Disposable face masks are available in the preschool room.
- Bins are located in both areas of the preschool room for disposal of tissues.
- Bins will be emptied after each session or more frequently if necessary
- The cleaning of frequently touched items such as door handles, switches etc will be wiped down every hour and then sanitised using the correct products
- Practitioners should wear disposable gloves when cleaning and wash hands after they are removed
- Preschool toys are divided between both sessions both indoors and outdoors areas
- These toys will not be handled by the other group and vice versa
- Toys are cleaned on a regular basis using household cleaning products and then sanitised after
- In the case of a child putting toys in their mouth, we will have a small container with Milton where these toys can be sterilised and reused again after 15 minutes of sterilisation
- All cleaning products will be stored securely to ensure the children do not have access to them at any time
- The sand pit will be cleaned and sanitised after each session and sprayed with Milton
- Some suitable toys will be washed in the dishwasher and others manually by practitioners. This will be carried out weekly
- We will follow the manufacturer's cleaning/disinfecting instructions as recommended to ensure the correct amount is applied

Infection Control Policy Continued.....(3)

Plan of Action

Our plan of action for dealing with children or staff who become ill with symptoms of COVID-19 is as follows:

- If a practitioner displays symptoms, they will vacate the premises immediately and will not return until they are cleared of COVID-19.
- When a child presents with symptoms, we will contact their parent/guardian/emergency contact immediately.
- The child will be seated in our "Isolation Room" with a practitioner until their parent/guardian/emergency contact arrives to collect them. Practitioners will apply disposable gloves, mask and an apron while they wait for the child's parent/guardian/emergency contact to arrive. All items are in individual "COVID-19 Emergency Bags" in the isolation room for cases of an emergency when a child becomes ill during preschool hours. If this is required, disposal of these items and hand washing is carried out immediately.
- **Parent's must contact their doctor and request a COVID-19 test. Once the child has been tested, if they receive a positive result, they must continue to isolate for the isolation period of 14 days as per government guidelines. On the 15th day after the self-isolation period, once they have received medical advice and it is safe to do so, the child may return to preschool. (The above applies for practitioners also).**
- In an emergency, an ambulance will be called. We are not permitted to assist your child to hospital, but we will inform the parent/guardian/emergency contact immediately which hospital your child will be taken to. We will notify the call centre of the child or adults' symptoms. Once an individual displaying symptoms of COVID-19 leaves the premises, the area will be vacated, and the preschool will be cleaned and disinfected.
- Once the area is cleaned and disinfected, the other children and adults in the room are permitted to reenter and proceed with their session as normal. There is no need to vacate the building or to close the premises unless instructed by HSE or Tusla.
- Regarding any of the above, we will contact the HSE and Tusla and if they instruct us to close with immediate effect, we will carry this out promptly and all parents will be contacted to collect their child a.s.a.p.
- In some cases where we have been informed of a confirmed case of COVID-19 within the preschool regarding a child, parent, practitioner, or other bodies who entered the facility or were a close contact to someone in the service, we may close the facility with immediate effect. We will then follow Policies & Procedures and follow protocol contacting the HSE & Tusla and other bodies necessary.

Should we have concerns regarding an outbreak within the service, we will contact the Department of Public Health who will advise us on what steps to take.

On returning to preschool, the parent/guardian are requested to sign a "Parental Declaration Form" stating their child is fit and well to return to preschool and is not displaying any symptoms of COVID-19, putting others at risk.

The practitioners within the service will use their judgement in considering if the child is well enough to return to preschool and not pose a risk to others. If a child has had medical intervention, we may require certification from a medical practitioner, however, this may not be necessary.

Should a child require First Aid assistance, we will provide this service if applicable.

Infection Control Policy Continued.....(4)

Confirmed Case of COVID-19

All individuals with symptoms of COVID-19 should contact their GP for further advice.

If after a positive test for SARS-CoV2 (COVID-19), your doctor (or parent) will be contacted by Public Health to identify anyone who has been in close contact with the individual during the period when they were likely to have been infectious.

We will be contacted by the local Public Health staff of the HSE to discuss the case, identify the people who have been in close contact with the individual and we will be advised on any actions or precautions that should be taken.

An assessment will be undertaken by HSE public health staff. We will be supported with advice on the management of children and staff who came into close contact with the case, and this will be based on this assessment. The HSE Public Health staff will be in contact with anyone who has been in close contact with the case to provide them with appropriate advice regarding testing and/or restriction of their movement to reduce the spread of infection. Persons who have been in close contact with a person who has tested positive to COVID-19, should not present to the preschool until after 14 days of their self-isolation period in line with government guidelines. These guidelines are subject to change.

Managing rubbish if a person is diagnosed with COVID-19

- All personal waste including used tissues and all cleaning waste will be placed in a plastic rubbish bag.
- The bag will be tied when it is almost full and then placed into a second bin bag and tied.
- Once the bag has been tied securely, it will be left in a safe location for 3 days.
- After the 3rd day, it will be placed into the wheelie bin and collected by the waste company on site.

Best practice on cleaning

- Use detergent and warm water, clean cloths, mops
- Use mechanical action of wiping/scrubbing
- Area should be rinsed and dried
- Surfaces and items must be cleaned before disinfected
- The manufacturer's instructions for mixing, using and storing solutions must be followed, otherwise it may damage surfaces and equipment
- Water should be changed when looks dirty
- Always clean the least dirty items and surfaces first i.e. countertops before floors, sinks before toilets
- Always clean high surfaces first, then low surfaces
- Separate colour coded cleaning cloths and cleaning equipment should be used for different areas i.e. tables & chairs, sink area etc.
- Cleaning cloths can be disposable or reusable
- Disposable cloths will be disposed each day
- Cleaning cloths will be washed and/or changed regularly
- Mop heads will be removed and washed in the washing machine at 60°C at the end of each day. They will not be left soaking in dirty water
- Mop bucket must be emptied after each use, washed, dried, and stored away
- Waste bins emptied after each session

Infection Control Policy Continued.....(5)

Practitioners carry out a full clean of the pre-school area, both indoor & outdoor, toys, dress up, furniture etc. throughout the preschool year. This is expected to decrease and control the spreading of infection within the service. Daily/weekly cleaning sheets are on the premises and filled in each time a clean-up has commenced (please see attached sample). There are two cleaning sheets, one for The Daisies, (a.m. session) and one for The Roses (p.m. session).

Due to COVID-19, daily the toys are swapped over daily for both sessions ensuring the toys are not handled by the other group of children to prevent the spread of infection. Each group will play with their own set of toys, colours, dress-up etc. Once the session ends, the toys are cleaned and swapped over. The preschool room is cleaned and sanitised for the next session.

Outdoor toys are cleaned and sanitised after each session with household products and Safe 4 Antibacterial Spray. An office has been built to accommodate parents and visitors for meetings to reduce the spread of infection throughout the preschool room as they are no longer permitted to enter the room whilst the children are in this area due to COVID-19.

Daily, practitioners encourage the children to wash their hands before entering the facility. They are required to wash their hands after the use of the toilet, before & after snack, after outdoor play or after they have wiped their nose using their hand or tissue. Other hand washing takes places when needed throughout the day. Children will use hand sanitiser at the end of their session when they are outdoors. This will prevent them from entering the facility and reduce cross contamination. When the children cannot go outdoors for playtime, they will have indoor play and will use our hand washing facilities before home time.

The use of washing facilities is available in both toilets and in the pre-school setting for children, practitioners and other bodies who enter the service. A diagram is displayed on both toilet walls placed over the sink area demonstrating to children the procedure of washing their hands. This is also carried out several times throughout the year by practitioners demonstrating hand washing and germs, informing the children of the harm that may be caused if handwashing is not carried out and the increase of infection throughout the pre-school. One practitioner will assist the children in the WC area during handwashing when required throughout the day.

Practitioners are required to wear gloves throughout their duties daily. Handwashing **must** be followed in the below cases even if gloves are worn:

- Before & after handling food
- Eating or drinking
- Use of toilet facility for own use
- Assisting children with the use of the toilet
- After nappy changing
- Meet any bodily fluids
- After cleaning process
- After dealing with a sick child
- Handling soiled clothing or items
- Handling waste disposal
- After the removal of gloves
- In any case related to a COVID-19 risk

All areas of the pre-school room including toys, sink area, toilet's & nappy changing area are cleaned and maintained to the highest standard as per our daily / weekly cleaning list provided (attached) in the pre-school room carried out by the practitioners.

Dress Code Policy

Klever Kidz Pre-school is committed to following our "Dress Code Policy" daily to ensure the children & practitioners within our facility are all equal.

Procedure

Klever Kidz Pre-school implement a "Dress Code Policy" for all children & practitioners attending the facility.

ALL children are required to wear a tracksuit of navy bottoms and jumper with a white or sky-blue polo shirt. We recommend your child has 2-3 uniforms to rotate during the week. The children are required to wear comfortable runners to enjoy running around outdoors and to participate in any games / sports within the facility.

Children are required to wear their tracksuit daily in order to allow them to enjoy our messy play, messy art, outdoor play etc.

During wet periods, parents are requested to put their child's wellies on before coming to school as we will be playing outdoors in all kinds of weather. Supplying wellies will prevent the children's feet from becoming wet while having outdoor play.

Once your child leave preschool, you are required to remove their uniform immediately to prevent the spread of viruses from their clothing and to rotate their uniforms where necessary every second day.

A full copy of our Child Protection Policy & all other Policies & Procedures are available in the pre-school to view at any time or please request a copy for your own records.

All Policies & procedures were adopted at a meeting in Klever Kidz Pre-school with management & practitioners all agreeing to all within the policy.

All Policies & Procedures are subject to change in line with government guidelines or to suit the children's needs within our service.