



NEXT STEPS

*GOOD PRACTICE GUIDELINES
FOR PROFESSIONAL CHILDMINDERS*



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INTRODUCTION

'Next Steps, Good Practice Guidelines for Professional Childminders is a continuation of 'First Steps, A Start up Guide for Childminders'. 'Next Steps' details what is involved in becoming a professional childminder.

It describes in detail the notification process for childminders and what is involved in meeting core requirements for Voluntary Notification. It also outlines what is required of the professional childminder when providing a high quality childminding service.

This book can be used as a support tool for childminders as it contains sample policies and procedures that you can personalise and adapt to suit your own childminding service; and a straight-forward guide to record keeping for childminders.

This document was developed in collaboration with the County Childcare Committees of Donegal, Leitrim, Roscommon and Sligo. We would like to acknowledge Kerry County Childcare Committee for sharing the information in their Childminding Support Pack.

CHILDMINDING NOTIFICATION

There are two notification processes available to childminders. Voluntary Notification to the local County Childcare Committee (CCC) is available for those minding 3 or less pre-school children. Notification to the local Health Service Executive (HSE) is the requirement under the Child Care (Pre School Services) (No 2) Regulations 2006 for those minding more than 3 pre-school children.

BENEFITS OF VOLUNTARY NOTIFICATION AND HSE NOTIFICATION

Becoming notified helps childminders to adopt a more formal approach to their business. It benefits childminders by opening up access to a range of supports including information, networking and training available through your Childminding Advisory Worker (CAW), which will help childminders to improve the quality of their services.

It also benefits Childminders who wish to:

- Operate to a high standard
- Have their work valued and their contribution to the childcare sector recognised
- Obtain guidance on the development of policies and standards in childcare
- Attend conferences, seminars and other events for childminders organised by your local CCC
- Avail of financial supports such as grants and the childminders Tax Exemption
- Remove the isolation often experienced by childminders
- Have their names included on a public list of childminders which is made available to parents (optional).

CORE REQUIREMENTS FOR CHILDMINDERS (VOLUNTARY NOTIFICATION)

There are four nationally recognised core areas where certain requirements should be met by Voluntary Notified Childminders:

1. Suitability of the person

The childminder must be a person aged 18 or over, genuinely interested in caring for children, be of suitable character to do so and willing to take part in childcare training including First Aid and Child Protection, and become Garda Vetted.

2. Wellbeing of the Child

The childminder must have a commitment to providing quality childcare which ensures that the wellbeing and development of the child is paramount and has relevant policies, procedures and record in place.

3. Physical Environment

The childminder's home both indoors and outdoors, should provide a secure and happy environment in which the health, safety and welfare of the child is assured and in which the play and developmental needs of the child can be met. There should be a telephone, emergency back-up person and contact details in place.

4. Health & Safety

The childminder must provide evidence that adequate health, hygiene and safety procedures are in place including appropriate insurance, first aid and fire fighting equipment. Animals or pets on the premises should not put the children at risk.

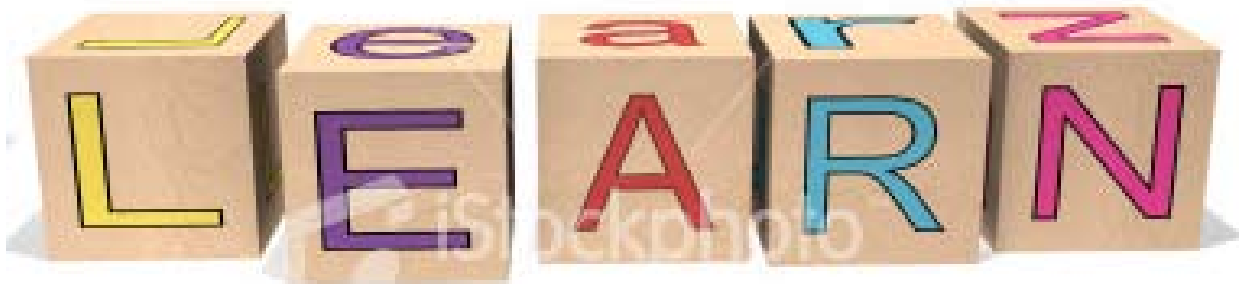
Full details of the childminder's responsibilities in the four Core Requirements are shown in the *National Guidelines for Childminders* issued by the Office of the Minister for Children and Youth Affairs (OMCYA), available at your local CCC.

VOLUNTARY NOTIFICATION SUPPORT VISIT

The role of the CAW is to provide support, information, training, networking and funding opportunities as part of the Childminding Initiative. A support visit to your home is part of the Voluntary Notification process.

The CAW will arrange with you, a date and time in advance that is convenient to you, to visit your home. This visit may take approximately one hour and consideration will be given to the fact that minded children may be present at this time. The visit will provide you with the opportunity to discuss childminding matters and to support you with any queries you may have regarding the self-evaluation form.

If everything is in order, the Voluntary Notification process can be completed at this time. Otherwise outstanding documents and the completed form can be forwarded to the CAW when you are ready to complete the process.



STEPS TO VOLUNTARY NOTIFICATION

(MINDING 3 PRE-SCHOOL CHILDREN OR LESS)

STEP 1

Contact your local CAW requesting the National Childminders Guidelines

STEP 2

First of all read carefully and thoroughly through these Guidelines which include the nationally recognised Core Requirements and good practice recommendations for childminders

STEP 3

Use the *Next Steps, Good Practice for Professional Childminders*

To develop your policies and procedures

To meet the criteria of the four Core Requirements of Voluntary Notification

To complete the Self-Evaluation form

STEP 4

Arrange a support visit to your home with the CAW

STEP 5

When the Self-Evaluation form is complete, the CAW will sign off on the Voluntary

Notification Form, following which, you will be sent a confirmation that you are voluntarily notified, to you local CCC

STEP 6

A Certificate of Voluntary Notification will then be issued to you

STEP 7

Your name can then be entered on the public list of childminders that is made available to parents through the local CCC (optional).

STEP 8

The Certificate of Voluntary Notification will be renewed annually.

The CAW will be available throughout the Self-Evaluation to help, advise and guide you through the process and resolve any issues which may arise.

STEPS TO HSE NOTIFICATION

(MINDING MORE THAN 3 PRE-SCHOOL CHILDREN)

STEP 1

Contact the Pre-school Office of the local HSE to request a Notification form.

STEP 2

Once the HSE receive your completed Notification form they will contact you to arrange a visit

STEP 3

Notified childminders are inspected annually and are required to comply with the Child Care (Pre-School Services) (No 2) Regulations 2006

http://www.omcya.ie/documents/publications/Child_Care_Pre-School_Services_Regs_2006.pdf

STEP 4

Your name will be entered on the public list of childminders that is made available to parents through the HSE.

The HSE provides an Advisory Service and an Inspection Service for all childcare services including childminders who are required by law to notify them.



DEVELOPING POLICIES AND PROCEDURES FOR YOUR CHILDMINDING SERVICE

Planning for and delivering a high quality childminding service from your home is both challenging and rewarding. Every experienced childminder will tell you that the key is to be well organised, try to anticipate where the problems and challenges may be and have a system in place to deal with them. By taking the time to write down and record some information you can plan ahead and have a way to share the information with parents in a clear and unambiguous way. Assuming that parents know everything about your routines and day-to-day activities can sometimes lead to problems when assumptions are made regarding details of payment, holiday leave, contact details for emergencies etc.

Policies (Why)

Written policies provide information in a transparent manner and will guide your childminding service so that there is consistency from child to child and family to family.

Procedures (How)

Procedures are the practical side of policies and describe the steps you will take to put them into action. While policies explain the 'why' procedures explain the 'how'.

The National Guidelines for Voluntary Notification have four nationally recognised core areas where certain requirements should be met by childminders:

- Suitability of the Person
- Well-being of the Child
- Physical Environment
- Health and Safety

Under these requirements childminders must have written policies and procedures on:

- Confidentially
- Health & Safety (Safety Statement)
- Child Protection
- Fire Safety
- Positive Discipline
- Partnership with Parents
- Equal Opportunities

The availability of written policies and procedures to parents at the beginning of the relationship ensures there is a clear understanding between parents, childminders and others who may be involved. Policies and Procedures ensure that parents see the childminding service you offer is well developed, planned and thought out and that you are offering a professional service of high quality. Any emergency back-up person or others involved in your childminding service should also be familiar with and implement your Policies and Procedures.

It is recommended that a copy of your Policies and Procedures be provided to all families who use your service as part of their Parent's Handbook, so that they may refer to them as required. An annual review and update is also recommended. Records should be stored safely at all times.

SAMPLE POLICIES & PROCEDURES

CONFIDENTIALITY

Policy

All information gathered by and for this childminding service is done so with the intention to provide the best quality care for your child. No information is requested for unnecessary reasons. It is my policy to keep confidential all personal information about the children and families, past and present.

Procedure

- I maintain confidentiality by not discussing inappropriately any privileged personal information regarding any child or family using my childminding service
- As parents you will have access to records kept in my service, but only in relation to your own child
- I will ensure confidential records are stored in a lockable cabinet and are kept in a secure place
- Any emergency back-up person will be informed of my confidentiality policies and procedures.

There are times when we are required to share information about a child or their family without parents consent. This is only when there is reasonable cause to suspect a Child Protection issue in respect of a child (See Child Protection Policy)

HEALTH PROMOTION

Policy

It is my policy to promote a healthy lifestyle through the promotion of an active lifestyle and support children to establishing life-long healthy eating practices and a positive approach towards food in partnership with parents.

Note: HSE Notified childminders are obliged to comply with current regulations including the Child Care (Pre-School Services) (No 2) Regulations 2006 and Food Hygiene Regulations.

Procedure

- I will ensure that daily routines include a balance of activities, rest and play
- I will provide a balanced diet with fresh nutritious food
- Special dietary needs of children will be accommodated, including allergy precautions, cultural and religious dietary practices and family preferences
- Meal times at my childminding service are treated as family meals, with time for conversation, social interaction and I encourage good eating habits Sweets, crisps and chewing gum are discouraged
- I will record important information regarding daily routine and menu plans as part of working in partnership with parents
- I will ensure food is stored correctly

ILLNESS

Policy

The best place for sick children is at home. However each case will be looked at individually depending on the nature of the illness. It is my policy to obtain and record information from parents on their child's vaccination history.

Procedure

- Children with infectious diseases should not attend. Please refer to the 'Infectious Disease List', which includes the incubation period and minimum period of exclusion
- I will inform you as parents if any child attending has an infectious disease
- You should inform me if your child has been sick during the night
- I will obtain written consent from you on administering medication to your child
- I will keep a written record of all medication administered. I will note the amount, type, date and times and method of administration of all named medicine given to your child/children
- I will inform you of all medication administered
- I will store medicine appropriately
- Information on each child's vaccination history is requested

SAFETY

Policy

It is my policy to promote the well-being and personal safety of all children, through developing and regularly reviewing my Safety Statement. The Safety Statement outlines my intention to implement safety procedures in order to ensure a safe environment for children.

Procedure

- I will maintain all areas available to the children in my childminding service so as to prevent risk of accident or injury to any child
- I will carry out regular risk assessments of my home and equipment and take remedial action as required (A sample Home Safety Checklist is available in the Appendices)
- There is a phone on the premises and emergency contact numbers are posted in an easily accessible location
- A back-up person is available and may be called in an emergency. This person is familiar with my safety policy and statement / procedures
- My house is a no-smoking area
- Smoke alarms are fitted and checked monthly and there is a fire blanket and extinguisher in an accessible area at all times
- The perimeter of my house is secure and fitted with gates which are closed during childminding hours
- Exit doors are secure and care is taken to ensure that no child can leave the home undetected
- An emergency evacuation plan is in place and a fire drill is carried out regularly
- I hold an up-to-date First Aid Certificate or I am planning to participate in First Aid training
- I maintain a fully equipped first aid box which is easily identifiable and in an accessible location
- My home is clean and I maintain a high standard of hygiene to minimise the risk of infection
- I am insured for the protection of the children, in the event of an accident
- Minor accidents will be treated in my home and I will inform you of the injury and the action taken as soon as possible

- In the case of a serious accident, I will contact your doctor and you, and take all necessary steps to ensure the well-being of your child. Your child's record and consent for medical treatment will accompany him/her to the doctor / hospital in the event that you are not available
- All accidents, including minor ones, are recorded using accident / incident forms
- Animals and pets on the premises do not put the health, safety or welfare of children at risk

FIRE SAFETY

Policy

It is my policy to minimise the risk of fire through the practice of fire prevention and to be prepared to act in the event of a fire in my home. We make children and assistants aware of the dangers of fire and how to react if they ever experience a fire at my service.

Procedure

- I have and maintain fire safety equipment including fire extinguishers, smoke alarms, and fire blankets
- Fire safety equipment is of an approved standard, checked as required and records kept
- I have a fire evacuation plan
- I carry out a monthly fire drill, involving all the children
- A record is kept of all fire drills carried out.
- I have completed Fire Safety training (if relevant)

Note: A diary / calendar can be used to record important information regarding fire drills & maintenance of fire equipment.

CHILD PROTECTION

Policy

In line with the HSE, Children First Guidelines, it is my policy to ensure that children are protected and kept safe from harm at all times when in my care.

Procedure

- I have / plan to avail of Children First Child Protection Training
- Children and parents will be informed of any adults who are present in my home, or who visit my childminding service on a regular basis
- I ensure my back-up person meets the Core Requirements for Suitability of the Person outlined in the National Guidelines for Childminders
- I ensure that my back-up person is aware of all my policies and procedures
- Written records are kept of all accidents, injuries or incidents in keeping with current Child Protection training recommendations
- If I have a child protection concern regarding your child I will discuss it with you as required
- Information held by me in relation to child protection concerns will be stored in a separate secure system and will be shared only on a need to know basis in line with my Child Protection policy
- My response to a child protection concern is to:
 - Discuss the concern with the parent

- Record objectively any relevant information
- Consult with the Duty Social Worker in the HSE
- Where appropriate report the child protection concern to the Duty Social Worker in the HSE

Note: If you, as a parent have a child protection concern about me, the childminder, the above reporting procedure applies.

PROMOTING POSITIVE BEHAVIOUR

Policy

I believe that children should be encouraged to grow and develop to their full potential in a suitable planned environment, where they know what is expected of them, and where clear limits are set appropriate to their age and stage of development and any special needs they may have. I encourage children to respect themselves, each other, adults and property. I believe that children have the right to expect positive approaches to behaviour through encouraging and praising positive behaviour.

Procedure

- Children's efforts, achievements and feelings will always be acknowledged to promote the growth of self-esteem
- I take a consistent approach to promoting positive behaviour in ways appropriate to children's age and level of understanding, where they can build up good patterns of self-discipline
- Rules will be kept to a minimum and will be enforced in a supportive, yet consistent manner and will be discussed and explained to all children and parents
- The key to understanding child behaviour is good observations skills (looking and listening) on my behalf as the childminder
- Corporal punishment (smacking etc) will never be used. I will ensure that no corporal punishment is inflicted on a child and that a child is never subjected to any degrading or abusive behaviour (physical, emotional, verbal, sexual abuse or neglect) while in my care
- I will act as an effective role model for children by treating all adults and children with respect and in a friendly manner
- I encourage positive behaviour through play and learning activities (circle time/stories/role-play/puppets). Books, discussion, songs etc, are frequently used to help explore and express feelings and behaviour
- When challenging behaviour occurs, the focus will be on the actions of the child. It will always be made clear to the child that it is the behaviour and not the child that is unacceptable. - At no time will a child be belittled or made to feel unvalued as an individual
- I will inform you of any behaviour and action taken involving your child.

PARTNERSHIP WITH PARENTS

Policy

I recognise that as parents you are the primary carers for your children. I hope to work in partnership with you to create an environment that encourages parents to be actively involved, and to share the care of your child to ensure smooth transitions from home to home environments.

Procedure

- I understand that coming to a childminder for the first time is a new experience for each child and parent and individual needs and concerns will be considered

- As parents you have access to my policies and procedures and I encourage you to avail of a settling in period, during which we can discuss any issues as they arise
- I will strive to have open communication with you at all times. It is important that I be made aware of family events / issues / changes in order to support the child. Be assured that all information received will be treated with the strictest confidence
- Cultural, religious and / or ethnic practices you wish me to be aware of can be shared. I will respect and when possible, include these in my childminding service
- There is an 'open door' policy in place. You are welcome to visit at any time
- I invite you to accompany me with your child on outings, special celebrations, etc
- In order to have a mutual understanding of the terms and conditions of my childminding service a Working Agreement Form will be used and reviewed as required
- When the childminding arrangements are to end, in the interests of all concerned, it will be done in a planned and positive way.

EQUAL OPPORTUNITIES

Policy

It is my policy to respect the individuality of all children and adults involved in this childminding service. I will promote positive attitudes to differences of culture, race, gender, language, ability, family circumstances, minority groups and members of the Traveller Community. I will be socially inclusive in my childminding practice.

Procedure

- My childminding service is open to all families in the community
- I have a range of activities, books and equipment to reflect various differences in culture, gender and ability
- Any special dietary needs of children are catered for where possible
- I will challenge statements or behaviour by anyone, be they parents, children or back-up persons which are racist, sexist or which reinforce stereotypes or which are in any other way derogatory to an individual.

PLAY

Policy

My family home provides a rich play and learning opportunity for children of all ages. I will meet the children's individual needs and promote their well-being. I will plan and provide activities and play opportunities in a holistic and child centred way to develop children's emotional, physical, social and intellectual capabilities.

Procedure

- I will identify stimulating materials in my home and use daily routines to promote the holistic development of your child/children in my care
- Toys and equipment will be safe, clean, checked regularly and be age appropriate
- I will use my home to provide a stimulating play and learning environment both indoors and outdoors
- I will encourage children to be active participants in decision making where appropriate.

RECORD KEEPING FOR CHILDMINDERS

The professional childminder develops their own record keeping system to suit their own childminding service.

The following are samples of a record keeping system which is good practice and required as part of the Voluntary Notification process. Notifiable childminders are required to maintain records in compliance with the Child Care (Pre-School Services) (No 2) Regulations 2006.

These samples should be personalised and adapted to your service. Blank templates are provided, these should be signed and dated where required and can be shared with parents accessing your childminding service. Records should be stored safely.

RECORD KEEPING POLICY

I have put in place a procedure for recording relevant information for the children in my care and I ensure that parents are aware of this procedure.

RECORD KEEPING PROCEDURE

DAILY ATTENDANCE RECORD

I will keep a record of the attending children on a daily basis

I will select a method of recording daily attendance which suits my service

Recording attendance can assist me in planning and recording absences and vacancies.

CHILD INFORMATION RECORD

One Child Information Record form should be completed for each child and kept in a safe place

Contact details for parents and emergency contact numbers should be listed on the emergency Contact Telephone record.

DAILY ROUTINE

Important information regarding the children's routine can be noted on a calendar or a separate record form can be used

Parents should be informed of all important information regarding daily routines of their children at collection time or earlier if applicable.

MENU PLANS

The importance of good nutritional practices in the childminding service cannot be underestimated especially for babies and where children are in full-time childminding

On-going information regarding the type and servings of food provided and consumed should be shared with parents.

ACCIDENT / INCIDENT FORM

Information relating to any incident or accident involving children should be recorded on an accident / incident form

Information should be noted in an impartial and objective way at the earliest opportunity

The form should be signed, dated and kept by both the childminder and parent

Your insurance company should be informed of any incident or accident at your earliest convenience.

MEDICINE ADMINISTRATION CONSENT FORM

The childminder should obtain written consent from parents on administering named medication to their child

A written record of all medication administered must be maintained, noting the type, amount, date and times and method of administration of any medicine given to children

Parents should be informed of all medication administered to their children.

WORKING AGREEMENT

A written Working Agreement facilitates clarification and transparency between the childminder and parent on the terms and conditions of the childminding service

Typically the Working Agreement sets out the terms of the childminding service with opening and closing times, food, toiletries etc provided. It clarifies payment and organisational details relating to bank holidays, holidays, payment and occasional days off for both parties

The Working Agreement should be tailored to your own individual service

Copies should be retained by both parties with an agreed timescale for review and to implement any changes in the agreement if / when they arise

The Working Agreement should be negotiated at the start of the childminding arrangement and signed by both childminder and parent.

FINANCIAL RECORDS

Accurate financial records should be maintained

Childminding fees should be recorded on a weekly basis

All expenses relating to your childminding business should be receipted and filed safely

A separate bank account for your childminding business is advisable.



HEALTH & SAFETY AWARENESS

As a childminder you have taken on sole responsibility for the safety, health, well-being and development of your minded children while they are in your care. By ensuring that your home is safe and secure for children you will go a long way in avoiding the types of accidents and injuries that have the potential to be serious if not life threatening. The family home is a place where many injuries occur. The real tragedy is that most of these injuries are preventable. A safe environment will allow you and the children to relax and enjoy your day more.

WHEN ARE CHILDREN MOST OFTEN INJURED?

- *When you're not paying attention:* Young children, especially under 3 years of age, need to be watched all the time
- *When you don't expect the child to have a certain skill:* As children develop they acquire new skills. The infant that was rolling on the carpet today, could be pulling himself up to the table tomorrow. Safety checks need to be carried out regularly considering each child's new level of development.
- *When children are tired:* Injuries can happen before lunch and at the end of the day, when children are too tired to pay attention to what they are doing.
- *When the environment is unfamiliar:* When children first come into your home or enter a new place, watch out – injuries are more likely to happen when children are not familiar with their surroundings
- *At drop off and pick up times:* be especially careful.

HOW CAN YOU PREVENT INJURIES?

- *Take a safety walk through your house:* Look at your home with a view to spotting potential opportunities for accidents and injuries to occur
- *Look at your home through the eyes of a child:* Look under table, behind furniture, see what cabinets, presses and drawers a child might be able to open. What is inside them?
- *Safety proof your home before you begin childminding (or immediately if you are currently childminding):* Install locks on cupboards and presses, gates on stairs, move all potential dangers out of reach
- *Perform a safety check each morning:* Before your minded children arrive each day (see safety checklist)
- *Anticipate new skills:* As the children in your care grow and develop, consider their new skills in terms of the safety of their environment. Reassess and alter their surroundings to improve safety.

SETTLING IN

- Encourage short-term stays before taking on a new baby/ toddler / child full time: this could be for a couple of hours during the day. The parent may also want to stay for these visits and this should be encouraged
- Encourage the parents to say goodbye to the child rather than slipping away
- Involving the child in family activities will help the child feel accepted and wanted in your home
- Sensitivity to the child's needs will comfort him / her during the settling in period
- Having his / her own comfort toy or object or something belonging to the parent, may help to settle the child.

PREPARING FOR AN EMERGENCY

- *Take a First Aid Course:* Courses are organised on a regular basis
- *Post Emergency numbers by the phone:* These should include contact numbers for ambulance, Gardaí (999 or 112), local doctor, all parents and alternate contacts, a second adult who is available to you in an emergency
- *Have a First Aid Kit on hand:* Check its contents regularly to be sure it is properly equipped and all items are in date
- *Is your emergency equipment in good working order?* Check your smoke detector, fire extinguisher and flashlight at regular intervals. It is no good to you in an emergency if it isn't working!

INFECTIOUS DISEASES:

SYMPTOMS, INCUBATION PERIODS, MINIMAL PERIODS FOR EXCLUSION

MEASLES

Early Symptoms

Cold, cough, fever of child, sore eyes, white spots in mouth 1 or 2 days, rash after 2 or 3 day on face, weak chest

Incubation Period

8 – 15 days

Period with Infection

From a few days before the running nose and head cold to 7 days after rash appears

Minimum Period of Exclusion

7 days from appearance of rash

GERMAN MEASLES

Early Symptoms

May have fever, sore throat, stiff neck, rash after 1-2 days usually starts on face

Incubation Period

14 – 21 days usually 12 days

Period with Infection

From 7 days before to at least 4 days after rash appears

Minimum Period of Exclusion

4 days from appearance of rash

WHOOPING COUGH

Early Symptoms

Fever and Catarrh for approx 1 week before cough develops

Incubation Period

7 – 14 days

Period with Infection

From 7 days after exposure to 21 day after coughing begins

Minimum Period of Exclusion

21 days after whooping cough

MUMPS

Early Symptoms

Fever, sore throat, dry mouth, pain when chewing

Incubation Period

12 – 25 days

Period with Infection

From 7 days before swelling appears to 9 days afterwards

Minimum Period of Exclusion

9 days from appearance of swelling

CHICKEN POX

Early Symptoms

May be slight fever, headache, nausea, spots appear on the 2nd day starting on the back

Incubation Period

11 – 21 days

Period with Infection

From 5 days before until 7 days after the last lot of blisters

Minimum Period of Exclusion

6 days from appearance of rash

CONJUNCTIVITIS

Early Symptoms

Sore eyes, inflamed discharge or watering

Incubation Period

1 – 3 days

Period with Infection

Contagious until treated

Minimum Period of Exclusion

Until treated and cleared

IMPETIGO

Early Symptoms

Blister, spreading at the edges which are raised, thick yellow crust when blisters break

Period with Infection

Contagious, spread by hands and be objects touched

Minimum Period of Exclusion

Until skin is completely healed

RINGWORM

Early Symptoms

(Body) Round red areas with a raised border

Incubation Period

10 – 11 days

Period with Infection

Contagious spread by scratching and material under finger nails

Minimum Period of Exclusion

Until treated

SCABIES

Early Symptoms

Intense itching, blistering, pin point blood crsuts

Incubation Period

Several days

Period with Infection

Mites spread rapidly by contact from clothing or bedding

Minimum Period of Exclusion

Until treatment has commenced

BAD COLD

Early Symptoms

Coughing or sneezing

Incubation Period

While child is coughing or sneezing



**COUGHING AND
SNEEZING MAY PASS
GERMS BETWEEN
CHILDREN.**

CHILDMINDER'S HOME SAFETY CHECKLIST

One of your most important responsibilities as a childminder is to ensure that the environment you provide for children is a safe one. Conduct regular safety checks of your home, both indoor and outdoor following the example below. Home safety are best conducted on a room by room basis e.g. Kitchen, bathroom, bedroom, family room, stairs, hallways and outdoor spaces. In addition to conducting regular safety checks of your home, get into the habit of going through your home each morning before the children arrive to check for hazards. The following lists provide only basic guidelines for safety. This should be adapted to suit each home and other environment you may use with the children.

INSTALL SAFETY FEATURES

- Gates at top and bottom of stairs
- Safety latches on cupboards, presses, drawers, freezers
- Safety sockets fitted to electric plugs
- Fireguard surrounding open hearth or stove
- Smoke alarms on each level of the home, fire extinguisher and fire blanket are on hand
- Panel doors and patio doors should have protective glass or be covered with protective film
- Rooms children should not enter on their own should have a latch on door (ie washrooms, utility)
- Restrictor openings on windows
- Temperature control on hot water tank maintained at 40 C
- Garden gate, shed, any out buildings have locks, are inaccessible
- Outdoor san areas should have covers

REMOVE HARMFUL SUBSTANCES

- Cleaning supplies in a locked area, washing up liquid / dishwasher soap stored out of reach
- Medicine, vitamins, cough syrup, etc are in a locked container / press
- Plastics are stored out of reach (shopping and rubbish bags, dry cleaning bags, etc)
- Scissors, knives and other sharp items are out of reach
- Pins, tacks, beads, other small and / or sharp objects are out of reach
- Perfumes, razors, shampoo, hair dryers, straighteners, etc in bathroom are stored out of reach
- Matches, lighters, cigarettes, ashtrays and alcohol not in areas used by children
(Childminding homes should not permit smoking at any time on premises)
- Potentially poisonous plants are removed, both in home and garden
- Herbicides, fertilizers, etc are stored in a locked shed. Use outside of childcare hours, with caution
- Rubbish bins inside and outside have tight fitting lids and are inaccessible
- Be cautious with water (ie ponds, pools, buckets, etc) and always supervise children)

POTENTIAL DANGERS

- Electric cords and plugs are in good condition (replaces when worn)
- Electric cords are tied up or taped down, not dangling and loose
- Power circuits are not overloaded
- Pot handles are turned towards back of cooker, back burners are used when possible
- Drapery and blind cords are secured out of children's reach
- Furniture and equipment are checked regularly for sharp edges, splinters, peeling paint, etc and are repaired, replaces or removed
- Floor area is uncluttered, clean and dry, scattered rugs are removed or secured with double sided tape
- Decorative vases, framed pictures, knick knacks are out of reach
- Nappy bags, purses, personal belongings etc are out of reach
- Halls and stairways are uncluttered and well lit
- Toys with parts small enough to swallow should not be in use

FIRE SAFETY

FIRE DRILL

Advice on fire safety matters should be sought from your Local Authority Fire Officer.

Action to be taken in the event of a fire:

- Raise alarm immediately
- Evacuate the house immediately
- Call the Fire Brigade and stay calm while giving necessary particulars
- Give the precise address of the house on fire and any necessary directions
- Stay on the phone until the operator tells you to hang up

If it is safe, without risk to oneself and guaranteeing the children are in the safe care of an adult, the childminders who is proficient in using the fire equipment may tackle the fire, using the appropriate extinguishers until the Fire Brigade arrives.

EVACUATION PLAN

A simple, easy to follow Evacuation Plan should be central to every childminder's fire safety policy and procedure. Plan your escape route from each room, such as kitchen, family room, bedroom etc. Make sure that nothing blocks your exits, staircases, landing etc and ensure all escape routes are kept clear at all times.

THINK ABOUT:

Planning a prearranged assembly point

The ages and understanding of the children – whether they need to be carried

Know the exact location of the nearest phone eg. Neighbour's house

EVACUATION:

Gather everyone and leave the immediately

Use the nearest available exit unless it is dangerous to do so

Close doors to minimise damage

Do not stop to gather your own personal belongings or the children's personal belongings / toys

When outside, ensure that the children are safely away from the building, at the prearranged assembly point

Do a head count of the children

WHEN OUTSIDE:

Stay with the children at all times

Do not re-enter the premises until you are told it is safe to do so

GOLDEN RULES

- Prevent fires before they happen – check for fire hazards in your home
- Install smoke alarms
- Ensure every member of the family knows what to do in the event of a fire
- Have appropriate fire extinguisher / smoke alarms / fire blanket in place and easily accessible
- Check smoke alarms once a month – never remove battery except to replace it
- Check and maintain fire extinguisher and blanket and ensure they are in proper working condition
- If the fire extinguisher has been used, refill it
- Practice a Fire Drill regularly and record when carried out noting any comments
- Fire Drill Procedures should be displayed in large clear print in a prominent place

OTHER THINGS TO CONSIDER AS A CHILDMINDER

VISITORS TO YOUR HOME

Parents choose a family home setting so that their child is cared for in a home from home atmosphere. By their nature family, extended family and friends would be welcome in the home of the childminder. The childminder needs to be aware of their duty to care. This means that a person has an obligation to do what a "reasonable person" would do in any given situation. The childminder must also be sensitive to any concerns parents may have in relation to family members and visitors that their child will meet in the childminder's home.

Childminders must share certain information with parents including:

Who shares the childminder's home?

Who are the regular visitors to the home?

Who will the child be in contact with?

HOUSEHOLD PETS

It is quite common for childminders to have family pets in the home. Parents must be informed of any pets present in the childminder's home and any possible concerns or children's fears or anxieties discussed.

The following guidelines should be in place:

- Minded children should never be left alone with a family pet
- Pets should be kept away from minded children if parents request it
- Childminders should check with parents if their child has any fear of animals and respect such fears
- The garden / play area should be inspected and cleaned of any droppings from pets (due to risk of blindness and other different types of infections)
- Sandpit play areas should be covered when not in use
- Pet's feeding bowls should not be accessible to children
- Make sure children are aware of and sensitive to animals and their behaviour
- Make sure that animals are free of disease and have appropriate health checks, for example, cats and dogs are regularly treated for worms and fleas
- A separate pet enclosure should be considered if appropriate

OUTINGS

Everyday activities involving taking the children outside of the home are part of the childminding day. Your duty to care is as relevant outside the home as within. Ensure good practice in preventing accidents when taking children out.

Discuss all aspects of outings with parents

Be a good role model in relation to road and path safety

If taking children further afield, plan ahead

Check your Childminding / car insurance policy covers all outings and trips

When travelling by car be sure to use correct child seats and restraints

SAFE SLEEP GUIDELINES FOR UNDER 2'S

Your home should facilitate each child's individual need for sleep / rest. It is important to liaise with parents in relation to their child's sleep patterns / rest. Children should not be denied sleep during the day, put to sleep with a feeding bottle / cup, sleep in a buggy, travel seat or travel cot.

A separate room / bedroom of adequate size should be provided for all children under 2 years. This room should be of close proximity to the main room in the house so they can be easily monitored. There needs to be natural ventilation, warm and comfortable (16C – 20C) natural lighting supplies. Care should be taken when positioning cots in rooms, no cot is directly adjacent to a heater, curtains or anything that might help the baby / toddler to climb out, or near blinds whose cords could cause strangulation.

The following are not recommended for a sleeping area for a small child.

Travel Cots / Pillow, cushion, beanbags

Sofa or couch

Rocking cradles

Car seats / buggies / bouncers



TEMPLATES

Here are some sample templates to help you record information and events happening in your childminding service in guidance with the 'National Guidelines for Childminders', and should be adapted to suit your own requirements.

Sample Templates

- Weekly attendance
- Menu Plan
- Fire Drill Record
- Childminding Flexible Daily Routine
- Emergency Contact Telephone Numbers
- Childminding Working Agreement/Contract
- Child Information Record

WEEKLY ATTENDANCE

WEEKLY ATTENDANCE

WEEK BEGINNING:

CHILDMINDER'S SIGNATURE:

CHILD'S NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.	ARRIVE: LEAVE:				
2.	ARRIVE: LEAVE:				
3.	ARRIVE: LEAVE:				
4.	ARRIVE: LEAVE:				
5.	ARRIVE: LEAVE:				
6.	ARRIVE: LEAVE:				
7.	ARRIVE: LEAVE:				
8.	ARRIVE: LEAVE:				
9.	ARRIVE: LEAVE:				
10.	ARRIVE: LEAVE:				

PLEASE NOTE: While there are places to list ten children on this form, this is to allow for part time, full time, before or after schoolcare. At no time should a childminder care for more than 5 preschool children, as per the Child Care (Pre-School Services Regulations) Act 2006. For more information on Childminder to Children ratios please contact the Early Childcare Services (094) 90347767. Mob: (087) 2168496

MENU PLAN:

WEEK BEGINNING:

MEAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
MORNING SNACK					
LUNCH					
AFTERNOON SNACK					
EVENING MEAL					

MEAL	RECOMMENDED DAILY SERVINGS	DAILY SERVINGS PROVIDED:	DAILY SERVINGS PROVIDED:	DAILY SERVINGS PROVIDED:	DAILY SERVINGS PROVIDED:
MEAT, FISH, ALTERNATES	2				
DAIRY	3				
FRUIT & VEG	2 - 4				
BREADS, CEREALS, PASTA	4 - 6				

FIRE DRILL RECORD

MONTH	DATE	START TIME	FINISH TIME	NO. OF CHILDREN	NO. OF ADULTS	COMMENTS: Regarding the drill, incidents, Successes or difficulties that may have occurred	SIGNATURE
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

MAINTENANCE RECORD OF FIRE SAFETY EQUIPMENT CHECKLIST

MONTH	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial	✓ Initial
FIRE BLANKET												
FIRE EXTINGUISHER												
FIRE ALARM												
SMOKE ALARM												

DATE CHECKED: SIGNATURE:

CHILDMINDING FLEXIBLE DAILY ROUTINE



EMERGENCY CONTACT TELEPHONE NUMBERS

NAME	TELEPHONE	ADDRESS
AMBULANCE		
FIRE STATION		
HOSPITAL		
GARDA STATION		
DOCTOR		
LOCAL TAXI		
PUBLIC HEALTH NURSE		
RELIEF PERSON 1		
RELIEF PERSON 2		
AREA MEDICAL OFFICER		

CHILD'S NAME	PARENT / GUARDIAN	TELEPHONE MOBILE, WORK & HOME	CHILD'S DOCTOR & TEL. NO	NAME OF EMERGENCY CONTACT	TELEPHONE MOBILE, WORK & HOME
		M: W: H:	T:		M: W: H:
		M: W: H:	T:		M: W: H:
		M: W: H:	T:		M: W: H:
		M: W: H:	T:		M: W: H:
		M: W: H:	T:		M: W: H:

CHILDMINDING WORKING AGREEMENT

ALL INFORMATION ON THIS FORM IS PRIVATE AND CONFIDENTIAL

NAME OF CHILD:

DATE OF COMMENCEMENT: DATE CEASED ATTENDING:

CHILDMINDER CONTACT DETAILS

NAME OF CHILDMINDER: ADDRESS:

TELEPHONE:
MOBILE:

PARENT / GUARDIAN CONTACT DETAILS

NAME OF PARENT / GUARDIAN: ADDRESS:

TELEPHONE:
MOBILE:
WORK NO:

NAME OF PARENT / GUARDIAN: ADDRESS:

TELEPHONE:
MOBILE:
WORK NO:

CHILDMINDING HOURS	START TIME	FINISH TIME	ADDITIONAL HOURS	NO. HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
NO. OF DAYS				

CHILDMINDER SERVICE DETAILS

DELIVERY TO PRE-SCHOOL/SCHOOL: YES NO TIME:

NAME OF PRE-SCHOOL/SCHOOL: TELEPHONE:

COLLECTION FROM PRE-SCHOOL/SCHOOL YES NO TIME:

NAME OF PRE-SCHOOL/SCHOOL: TELEPHONE:

IS THE CHILDMINDER A NAMED CONTACT PERSON DURING PRE-SCHOOL/SCHOOL HOURS? YES NO

IN ANY EMERGENCY SITUATION CONCERNING CHILDREN, PARENT / GUARDIAN / RELATIVES MUST ALWAYS BE CONTACTED FIRST BY THE SCHOOL/PRE-SCHOOL

DETAILS OF CHILDMINDING FEES

PLEASE TICK CHILDMINDING ARRANGEMENT AS APPROPRIATE

AGREED FEE TO BE PAID: DAILY CHARGE WEEKLY CHARGE

FULL FEE MUST BE PAID REGARDLESS OF BANK HOLIDAYS OR PART ATTENDANCE

ABSENCE DUE TO PARENT / CHILD ILLNESS:

USUAL FEES TO BE PAID: YES NO

ABSENCE DUE TO PARENT'S DAY OFF:

USUAL FEES TO BE PAID: YES NO

CHILDMINDER UNAVAILABLE DUE TO ILLNESS:

USUAL FEES TO BE PAID: YES NO

ABSENCE DUE TO CHILD/PARENT HOLIDAY/DAY OFF:

USUAL FEES TO BE PAID: YES NO

PAYMENT TYPE

CHEQUE CASH DIRECT DEBIT SORT CODE: ACCOUNT DETAILS:

FREQUENCY OF PAYMENT: DAILY WEEKLY FORTNIGHTLY MONTHLY

DATE OF PAYMENT: TO BE PAID IN ADVANCE YES NO

UNSOCIABLE HOURS: CASUAL WEEKENDS OR OVERNIGHT FEES TO BE NEGOTIATED

PLEASE NOTE

- PLAYGROUP/PRE-SCHOOL/NURSERY FEES TO BE PAID BY THE PARENT
- IT IS ADVISABLE THAT DURING ANY EXTENDED HOLIDAY PERIOD, MATERNITY OR PARENTAL LEAVE, THE CHILDMINDER WILL BE PAID AN ACCEPTABLE RETAINER AS AGREED BY PARENT AND CHILDMINDER
- IN THE INTEREST OF HEALTH OF ALL THE CHILDREN BEING CARED FOR, IF A CHILD IS ILL, IT IS THE RESPONSIBILITY OF THE PARENT(S) TO MAKE ALTERNATIVE ARRANGEMENT TO CARE FOR THE CHILD WHILE THE CHILD IS INFECTIOUS.
- ONE MONTH'S NOTICE BY EITHER PARENT IS REQUIRED WHEN THIS WORKING AGREEMENT IS TO CEASE.
- PARENT AND CHILDMINDER TO RETAIN A COPY OF THIS FORM
- THIS WORKING AGREEMENT IS TO BE REVIEWED ON THE (INSERT DATE)

CHILDMINDER'S SIGNATURE: DATE:

PARENT/GUARDIAN SIGNATURE: DATE:

CHILDMINDER OR PARENTS TO PROVIDE

BREAKFAST DETAILS: NAPPIES DETAILS:

LUNCH DETAILS: BABY TOILETRIES DETAILS:

SNACKS DETAILS: COMFORT TOY DETAILS:

DINNER DETAILS: CHANGE OF CLOTHES DETAILS:

FOOD DETAILS: SUNSCREEN DETAILS:

OTHER (PLEASE SPECIFY) DETAILS:

HOMEWORK SUPERVISION: YES NO

COMMENTS:
.....

CHILD'S INFORMATION RECORD

ONE FORM SHOULD BE COMPLETED FOR EACH CHILD

NAME OF CHILDMINDER:	ALL INFORMATION ON THIS FORM IS PRIVATE AND CONFIDENTIAL
CHILD'S FULL NAME:	
START DATE:	FINISH DATE:
CHILD'S HOME ADDRESS:	
.....	
DATE OF BIRTH:	GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
PARENT / GUARDIAN:	PARENT / GUARDIAN:
ADDRESS (IF DIFFERENT):	ADDRESS (IF DIFFERENT):
.....	
TELEPHONE NUMBERS: (H)	TELEPHONE NUMBERS: (H)
(W) (MOB)	(W) (MOB)

EMERGENCY CONTACT PERSONS & PERSONS AUTHORISED TO COLLECT CHILD

(OTHER THAN PARENT OR GUARDIAN)

NAME	TELEPHONE	ADDRESS	RELATIONSHIP TO CHILD	COLLECT?
1				YES
				NO
2				YES
				NO

PARENTS: PLEASE ENSURE THAT YOUR CHILDMINDER HAS MET ALL THOSE AUTHORISED TO COLLECT YOUR CHILD

HEALTH / MEDICAL DETAILS

(CONTINUED OVERLEAF)

NAME OF CHILDMINDER: TELEPHONE:

ADDRESS:

A COPY OF YOUR CHILD'S IMMUNIZATION HISTORY HAS BEEN PROVIDED TO THIS CHILDMINDING SERVICE

YES NO DATE PROVIDED:/...../..... **NOTE:** THIS RECORD SHOULD BE UPDATED WITH EACH NEW IMMUNIZATION

ARE THERE ANY HEALTH OR MEDICAL CONCERNS, ALLERGIES, SPECIAL NEEDS, DISABILITIES AND / OR ALLERGIES THAT THE CHILDMINDER SHOULD BE AWARE? PLEASE OUTLINE DETAILS OF ANY SPECIAL CARE OR ATTENTION NEEDED:

.....

.....

DOES YOUR CHILD HAVE ANY SPECIFIC DIETERY / CULTURAL REQUIREMENTS? PLEASE GIVE DETAILS:

.....

.....

ANY ADDITIONAL INFORMATION THAT MIGHT HELP ME TO GET TO KNOW YOUR CHILD BETTER:
 E.G: FAMILY & FRIENDS, ANY ROUTINES, BEHAVIOURS, FAVOURITE FOODS, ACTIVITIES, FEARS AND DISLIKES.

.....

.....

DO YOU GIVE PERMISSION FOR YOUR CHILD TO TAKE PART IN THE FOLLOWING (PLEASE TICK):

1. OUTINGS BY FOOT/BUGGY WITH THE CHILDMINDER: YES NO
2. OUTINGS IN THE CHILDMINDER'S VEHICLE: YES NO
3. PHOTOGRAPH/VIDEO TO BE TAKEN OF YOUR CHILD AND DISPLAYED/COPIED: YES NO
4. APPLICATION OF SUN PROTECTION CREAM: YES NO

PARENTS: PLEASE BE AWARE THAT IT IS IMPORTANT THAT ALL INFORMATION ABOUT YOUR CHILD IS INCLUDED IN ORDER THAT I CAN PROVIDE A QUALITY SERVICE AND INDIVIDUAL CARE FOR YOUR CHILD. PLEASE ADVISE ME ON ANY UPDATING ON THE ABOVE INFORMATION.

PARENT/GUARDIAN SIGNATURE: DATE:

PARENT/GUARDIAN SIGNATURE: DATE:

CHILDMINDER SIGNATURE: DATE:

ACCIDENT AND / OR EMERGENCY CONSENT FORM

I/WE PARENT/GUARDIAN GIVE MY WRITTEN CONSENT TO
 (CHILDMINDER NAME) TO SEEK APPROPRIATE MEDICAL TREATMENT
 FOR MY CHILD (NAME) IN THE EVENT OF AN EMERGENCY.

PARENT/GUARDIAN SIGNATURE: DATE:

CHILDMINDER SIGNATURE: DATE:

IMMUNISATION RECORD

(PLEASE TICK THE BOX IF YOUR CHILD HAS THESE AND DATE RECEIVED)

IMMUNISATION ²	RECEIVED	DATE RECEIVED	APPROX. AGE GIVEN
B.C.G	YES <input type="checkbox"/> NO <input type="checkbox"/>		AT BIRTH
1 ST DOSE OF 5 IN 1	YES <input type="checkbox"/> NO <input type="checkbox"/>		2 MONTHS
2 ND DOSE OF 5 IN 1	YES <input type="checkbox"/> NO <input type="checkbox"/>		4 MONTHS
3 RD DOSE OF 5 IN 1	YES <input type="checkbox"/> NO <input type="checkbox"/>		6 MONTHS
1 ST DOSE OF MMR	YES <input type="checkbox"/> NO <input type="checkbox"/>		1 YEAR
4 IN 1 BOOSTER OF 2 ND DOSE OF MMR	YES <input type="checkbox"/> NO <input type="checkbox"/>		START SCHOOL
OTHER (PLEASE SPECIFY)			
OTHER (PLEASE SPECIFY)			

- ² IF YOU HAVE DIFFICULTY LOCATING THE IMMUNISATION DETAILS YOU CAN TELEPHONE YOUR GP'S. SECRETARY WHO CAN READILY ACCESS THIS INFORMATION ON COMPUTER
- IN THE INTEREST OF HEALTH AND SAFETY THE CHILDMINDER MUST BE NOTIFIED IMMEDIATELY IF THE CHILD HAS AN INFECTIOUS/ CONTAGIOUS CONDITION. THE CHILDMINDER CANNOT ACCEPT THE CARE OF THE CHILD UNTIL CONDITION HAS BEEN MEDICALLY TREATED.
- PARENTS ARE REQUIRED TO INFORM THE CHILDMINDER OF ANY CHANGES IN ROUTINE INCLUDING IMMUNISATIONS RECEIVED.

USEFUL RESOURCES

CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS 2006

& CHILD CARE (PRE SCHOOL SERVICES) (NO 2) (AMENDMENT) REGULATIONS 2006

GPSO Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2

Telephone: (01) 647 6879

By mail order: Government Publication, Postal Trade Section, 51 St Stephen's Green, Dublin 2

Telephone: (01) 6476834/35/36/37 **Fax:** (01) 6476843

May be downloaded from: www.dohc.ie/publications/pdf/si20060505.pdf?direct=1

FOOD HYGIENE REGULATIONS (1950 – 1989)

May be downloaded from: www.irishstatutebook.ie/ZZSI62Y1989.html

FIRE SAFETY IN PRE-SCHOOLS

(DEPARTMENT OF ENVIRONMENT, HERITAGE AND LOCAL GOVERNMENT)

GPSO Government Publication Sale Office, Sun Alliance House, Molesworth Street, Dublin 2

Telephone: (01) 647 6879

May be downloaded from: www.environ.ie/DOEI/DOEIPub.nsf/wvNavView/PublicationsList?OpenDocument&Lang=en

For further information contact:

Department of the Environment, Heritage & Local Government, Custom House, Dublin 1

Telephone: (01) 888 2000

FOOD AND NUTRITION GUIDELINES FOR PRESCHOOL SERVICES

(DEPARTMENT OF HEALTH AND CHILDREN)

Health Promotion Unit, Department of Health and Children, Hawkins House, Hawkins Street, Dublin 2

Telephone: (01) 6354000

May be downloaded from: www.healthpromotion.ie/uploaded_docs/HPU_pre-school_guidelines.pdf

EQUAL OPPORTUNITIES INFORMATION

Diversity and Equality Guidelines for childcare providers Office of the Minister for Children

www.equality.ie

THE COLOUR OF MY DREAMS, SUPPORTING CHILDREN'S RIGHT TO WELL-BEING

Donegal County Childcare Committee Ltd

www.donegalchildcare.com

SÍOLTA, THE NATIONAL QUALITY FRAMEWORK FOR EARLY CHILDHOOD EDUCATION

www.siolta.ie

AISTEAR, THE EARLY CHILDHOOD CURRICULUM FRAMEWORK

www.nccn.ie

USEFUL CONTACTS

OFFICE OF THE MINISTER FOR CHILDREN AND YOUTH AFFAIRS

Hawkins House, Dublin 2

Telephone: +353 1 635 4000

Fax: +353 1 674 3223

E-mail: omc@health.gov.ie

Web: www.omc.gov.ie

BARNARDOS NATIONAL OFFICE

Christchurch Square, Dublin 8.

Telephone: (01) 453 0355

Callsave: 1850 222 300

Fax: (01) 453 0300

E-mail: info@barnardos.ie

CHILDMINDING IRELAND

9 Bulford Business Campus, Kilcoole, Co Wicklow

Telephone: 01 287 8466

Fax: 01 287 8465

Email: info@childminding.ie

IRISH PRESCHOOL PLAY ASSOCIATION (IPPA)

Unit 4, Broomhill Business Complex, Broomhill Road, Tallaght, Dublin 24

Telephone: 01 4630010

Fax: 01 4630045

E-mail: info@ippa.ie

HSE WEST PRE-SCHOOL SERVICES

County Clinic, Letterkenny, Co. Donegal

Telephone: (074) 91 23669

Fax: (074) 91 22592

Disclaimer

Every effort has been made to ensure that the information in this publication is accurate and up-date at time of print. No responsibility for loss or distress occasioned to any person acting or refraining from acting as a result of the material in this publication can be accepted.



D.C.C.C.

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