1. STATEMENT OF PURPOSE AND FUNCTION

Document Title:	**Statement of Purpose and Function**
Unique Reference Number:	**001**
Document Author:	**Edenmore Early Education Centre, CB**
Document Approved:	**Jennifer Moore**
Person(s) responsible for developing, distributing and reviewing Policy	**Jennifer Moore**
Person responsible for approving Policy	**Jennifer Moore**
Method of communication of policies to staff (email / hard copy / induction training)	**Hard copy available in the Service**
Method of communication of policies to parents/guardians (full policies via email, hard copy)	**Hard copy available in the Service**
Method of communication of policies to Stakeholders (full policies via email, hard copy)	**Email**
Date the Document is Effective From:	**November 2025**
Scheduled Review Date:	**Annually**
Number of Pages:	**7**

This policy has been communicated to parents/guardians and relevant stakeholders.

This Statement is available to parents, staff and relevant stakeholders.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy. Relevant staff have been trained on this policy.

Purpose and Function:

The purpose of these Polices is to set out the Service's policies and procedures.

Mission Statement and Ethos:

At Edenmore Early Education Centre, we are committed to providing a quality Early Childhood Education and Care (EEC) service to all children, families, staff and our community.

We support children to flourish and reach their full potential by providing early learning experiences and nurturing interactions through an emergent and inquiry-based curriculum.

Edenmore EEC value partnership with children and families in our mission to provide inclusive and meaningful experiences and environments to all. We adopt a multi-disciplinary approach to Early Childhood Education and Care by working with relevant stakeholders in the best interest of children and families.

KEY INFORMATION:

Opening Hours:	8:30 a.m. to 3:30 p.m. Monday to Friday
No of Weeks per year opened:	41
Capacity (number of children that can be catered for):	60
No. of Children attending the Service:	44
Age Range:	2 Years to 6 Years
Ratios:	2 – 3 Years 1:6 3 – 6 Years 1:8 ECCE 1:11
Curriculum:	Play Based Emergent
Address:	Tonlegee Road, Dublin 5 D05H7Y4
Phone Number:	01 8679902
Email:	reception@edenmoreearlyeducationcentre.ie

Key Personnel: In-House

Manager (Person in charge):	Jennifer Moore
Deputy in the absence of Manager:	Karen Moroney
Health and Safety Officer:	Jennifer Moore
Fire Officer:	Celine Reid
First Aid Co-ordinator:	Lisa Lyons
Designated Liaison Officer:	Jennifer Moore
Deputy Designated Liaison Officer:	Karen Moroney
Garda Vetting Officer:	Maria Maher
Data Controller:	Jennifer Moore

Key Personnel: External

TUSLA Early Years Inspection Team:	Dublin North, Early Years Inspectorate, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin 01 8951203
TUSLA Social Work Department:	Duty Social Work Department,180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin 01 8708000
Garda:	Coolock Garda Station 01 6664200
Doctor:	Eden Park Surgery 01 8674039
Pharmacist:	Cronin's Pharmacy 01 8673250
Hospital:	Temple Street Children's Hospital 01 8784200
Fire Brigade:	999 / 112
Fire Maintenance:	National Security 087 2573468
Pest Control:	Key Green 01 4299846
Garda Vetting:	Early Childhood Ireland 01 4057100
Water Leaks:	1850 278778
Electricity Emergency:	1850 372999 (24-hours)
Gas Emergency:	1850 205050 (24-hours)

Type/ Class of Service:

Full Day Care as defined under the Child Care Act 1991 (Early Years Services) Regulations 2016.

The purpose of this Service is to provide a full day care time facility for children aged 2 years to 6 years. We open 41 weeks per year and daily from 8:30 a.m. to 3:30 p.m. Monday to Friday. We have capacity to cater for 60 children at any one time, and our ratios are listed in the Key Information box.

The aim of our Full Day Care Service is to provide quality early years education to children and to prepare them for primary school.

Our full day care Service is registered with Tusla under Certificate No. TU2015DY067.

Our certificate of registration for our full day care Service is displayed in a prominent position within the Service where it is visible to parents and members of the public.

This Service is a community-based facility operated by a Board of Directors, whose Registered Provider and Manager is Jennifer Moore.

Curriculum:

We deliver a Play Based Emergent curriculum.

Range of Services and Facilities:

Our Service:

- We are open 41 weeks per year.
- We will close for 2 weeks in July, the month of August, 1 week at Halloween, 2 weeks at Christmas and 2 weeks at Easter.
- We are offering the following funding schemes: ECCE and NCS

Our Facilities include:

- Large fully fenced, well-equipped outdoor area.
- Playground with safety surface.
- Large, bright, spacious rooms.
- Healthy and nutritious food cooked on-site.
- Trained and qualified staff.
- Summer Camps
- Gross Motor Room
- Sensory Room
- Stay & Play Toddler Sessions
- Stay & Play Baby Sensory

Fees:

Parents/guardians are required to sign a Parent Agreement regarding fee payment:

- Fees must be paid monthly.
- Fees must be paid by bank transfer.
- Fees must be paid to the 'person in charge' by cash.
- A receipt will be issued upon request.
- A deposit of €50.00 is taken in advance when a child is given a place.
- Deposits for children attending our ECCE service are refunded once a child is registered on the HIVE or within four weeks of a child taking up their place in the Service, whichever is the sooner.
- Deposits for all other children attending our Service are refunded when a child starts in the Service.

Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the Service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.

- There will be no fees charged when the Service is on holidays. These dates will be circulated directly to parents/guardians and posted on the parent's noticeboard well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.

Closure in Exceptional Circumstances:

In the event of the closure of the Service in exceptional circumstances, that is beyond the control of the Management e.g. adverse weather conditions full fees for the closure period will be payable unless the situation continues beyond a reasonable time.

Where the Service is required to close in exceptional circumstances we will be guided by the Pobal Guidelines in relation to fees and force majeure leave.

Ensuring Children are Safe and Comfortable When Playing Indoors in Colder Weather:

Edenmore Early Education Centre will ensure that indoor spaces are kept warm and comfortable during cold weather and that the heating system in place is operating properly with capacity to warm the rooms and areas used by children for play and learning to comfortable and safe levels.

We use a reliable and accurate room thermometer to ensure that rooms are at the correct temperature.

The required air temperature range in care rooms for children of all ages is from 18° C to 22°C.

We record and document room temperatures to ensure that children are being cared for within required limits.

Late Collection of Child/Children from Early Years Service:

Parents/guardians should note that due to legislative requirements under the Child Care Act 1991 (Early Years Services) Regulations 2016 and *Children First* – Child

Protection and Safeguarding Guidelines two members of staff are required to be with the child/children.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the Service may follow health and safety practices to ensure that the Service may close safely.
- Please see the Collections and Arrivals Policy and Procedure.

Withdrawal of Children:

Parents/guardians sign up and agree in the Parents/Guardians Fee Agreement Form that they will:

- Give notice, in writing, that the child/children are leaving the Service.
- Give four weeks' notice or pay four weeks of fees.
- Management also reserves the right to request that the Parent/Guardian withdraw their child/children from the Service if they are not 'settling in' or adapting to the environment. The Management agrees to give four weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

Non-Payment of Fees:

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of a child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

Signed: _____ **Date:** _____

Name: _____
Person responsible for approving the Policy