



**Busy Kids**



## Parent Pack & Policies

*These forms should not be completed and a booklet should be collected from our creche manager if child is attending our facility,*

[www.buskids.ie](http://www.buskids.ie)

Sonas Childcare Limited Trading as Busy Kids Childcare

Registered Company Number: 357995

Registered Address: Cloghanboy, Athlone, Co. Westmeath

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**Note to Parents/Guardians: Please ensure that you read this form carefully and answer all questions. We have a responsibility under the Child Care Act 1991 (Early Years Services) Regulations 2016 to collect specific information relating to your child.**

**Registration Information:**

Start Date: \_\_\_\_\_ Leaving Date (if known): \_\_\_\_\_

Placement Type: Fulltime [ ] Part-time [ ] Sessional [ ] ECCE [ ]

Funding Schemes \_\_\_\_\_

Days per week: \_\_\_\_\_

Hours per day: \_\_\_\_\_

Agreed Amount: \_\_\_\_\_

**Other comments (for office use only)**

**Personal Information:**

This form should be signed by the parents/guardians and witnessed by a member of our Busy Kids management.

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian 1 Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian 2 Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact**

Who may be contacted in an emergency if parent/guardian named above are not available?

Name and Address: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Family doctor**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact number \_\_\_\_\_

**Please outline any illnesses your child may have:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE Medical Care Plans may be required**

Does your child have any allergies? Yes \_\_\_ No \_\_\_

Does your child have specific dietary requirements? Yes \_\_\_ No \_\_\_

**If yes, please complete the form below, to be copied and filed in the child's records and be available to staff**

|  |
|--|
| Allergy Restrictions / Dietary Requirements / Dietary Preferences  |
| If Allergy, What is the nature of any allergic reactions? e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc. |
| What to do in case of allergic reactions, any medication used and how it is to be used? (e.g. Epipen).   |
| Is Medication required?  |
| Control measures – such as how the child can be prevented from contact with the allergen.  |
| Other Comments   |

### **Prescribed Medication**

Parents must sign and complete a medication form before prescribed medication is administered. Prescribed medication must clearly state child's name, reason for medication, dosage, route of administration, date and expiry date. We can only accept medicine that has the original pharmacy label and is written in the English language.

### **Agreement for Medical Treatment**

I hereby give consent to my child (*name of child*) \_\_\_\_\_ receiving medical treatment if a doctor thinks it is required as an emergency and I cannot be contacted following reasonable attempts to do so prior to such treatment being administered. In the event of an emergency an ambulance will be called. The parent will be contacted and informed about the emergency.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Agreement For Anti Febrile Medication**

The service will only administer Calpol© (Paracetamol) or Nurofen© (Ibuprofen) if a child becomes unwell and has high temperature of 38°C or over. If a child has a high temperature the parent will be contacted before staff can administer temperature reducing medication and they will be asked to collect the child.

My child **does/does not** have an allergy to anti-febrile medication. (Circle the correct)  
I hereby give consent/do not give consent to (name of child) \_\_\_\_\_ to receive anti-febrile medication, in the event of a high temperature.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Accidents and Incidents

Busy Kids strives to promote the health and safety of every child at all times. In the event of a child having an accident or an incident the appropriate action will be taken and the parent (s) or guardian informed.

## Vaccinations

|                                      |                            |
|--------------------------------------|----------------------------|
| 6 in 1 (All)                         | Yes [ ] No [ ] Dates _____ |
| Pneumococcal Conjugate Vaccine (PCV) | Yes [ ] No [ ] Dates _____ |
| Meningococcal C (Men C)              | Yes [ ] No [ ] Dates _____ |
| Mumps / Measles / Rubella (MMR)      | Yes [ ] No [ ] Dates _____ |
| Haemophilus Influenza B (HIB)        | Yes [ ] No [ ] Dates _____ |
| Oral Polio                           | Yes [ ] No [ ] Dates _____ |
| Meningitis C                         | Yes [ ] No [ ] Dates _____ |

We ask Parents to supply a copy of all vaccinations the child has received

Copy of vaccination record attached? Yes [ ] No [ ] Dates: \_\_\_\_\_

I confirm that my child has been vaccinated on dates as above

**Signed Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

I confirm that my child has been vaccinated but cannot access details of dates

**Signed Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

## If your child is not vaccinated we require you to sign a disclaimer form (SCC/105/50B)

Does your child have any additional special needs?

*Note: You may be required to complete separate care plans in respect of your child relating to their additional/special need.*

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## Illness Policy (Please see back of book for HSE Statement)

At Busy Kids we aspire to protect the health of all the children in our care. We do this by implementing an illness policy that applies to all children that attend our crèche.

We go to great lengths to ensure that the environment your children spend their day in and the toys they play with, meet a high standard.

In order to help prevent the spread of common childhood illnesses e.g. cough and cold we would ask parents to keep their children at home, if they are unwell or if you suspect that they may need to attend the GP. If your child is prescribed an antibiotic it is advised that they do not attend the crèche for a period of 24 hours. After this we can administer your child medication when the medication consent form is completed.

We understand that teething and common colds will be a regular occurrence and we are more than willing to offer any pain relief following your instructions. We will monitor your child's progress during the day and keep in regular contact with you. We cannot continue to administer pain relief medication for longer than 48hrs.

For any conditions that could be seen as contagious or if your child becomes unwell during the day, or exhibits any of the symptoms listed below, we will call you to come and collect your child.

- Vomiting
- Diarrhoea
- Conjunctivitis
- High Temperature
- Thrush
- Unidentified Rash
- Shortness of breath
- Cough
- Sore Throat
- Swollen Glands
- 

**A child may return to the crèche when:**

- The symptoms have subsided for at least 48 hours
- A doctor has certified that the symptoms are not associated with an infection and they are no longer a threat to the health of others in the crèche.
- Parents may also be asked to give their child a break from the crèche if there is a concern surrounding behavioural issues.

**Attendance Policy**

Children must attend on the days and times that they are scheduled for. Days cannot be swapped unless by prior agreement with management and only when the service can facilitate these days.

One month's notice must be given to the management prior to their children leaving the service.

Additional Hours will be accommodated at the discretion of the manager and must be agreed in advance. Additional Hours will incur charges.

**Sun Policy**

We ask parent(s)/Guardians to leave a 'sunny day bag' with sun hats, sun glasses etc. in our service. All children will be required to wear a hat when playing outside in the sun. The service will encourage all children to wear clothes that provide good sun protection e.g. sun hats, sunglasses. The service will also encourage children to cover very exposed areas of the skin, such as shoulders.

We ask parent(s)/Guardians to bring in a labelled bottle of unopened sun-cream of at least 40 SPF. Staff will apply the sun-cream to children before they go outdoors.

I give permission for sun-cream to be applied to my child \_\_\_\_\_ from the labelled sun cream supplied. The sun cream will be applied in the correct way all over the body and in the correct amount. I will bring in an unopened and labelled bottle of sun-cream of at least 40 SPF.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Financial Policy**

### **Payments:**

- Parents Must Set Up Standing Order per Calendar Month / Week in Advance.
- Busy Kids preferred method of payment is Standing Order and should be set up via the Standing Order Mandate Form – Please speak to Creche Manager about possible other payment methods. The monthly fee to be made payable before the 28th of each Month.
- When securing a place for your child 1 weeks deposit is required to hold the place.
- Crèche fees are based on a 52 week year. Fees must be paid in full a month/week in advance via direct debit.
- Full crèche fees are required to hold the child's place during seasonal holidays and periods of short term illness.
- Only monthly invoices will be issued.

### **Retainer Fee:**

Long term illness is a period of more than a month whereby the child cannot attend the crèche. A doctor's certificate is required and a retainer fee will apply in this instance.

If you wish to take your child out of the crèche for a significant period of time (i.e. more than one month) and wish to hold his/her place a retainer fee will apply.

### **Refunds:**

If a place is not taken, your deposit will be refunded if one months' notice is given. In the case of an ECCE booking your refund will be given once the child has been registered with PIPS.

## Permissions

Please tick either yes or no for each of the statements below:

### I give permission for my child

- |   |                |
|---|----------------|
| To go on local outings  | Yes [ ] No [ ] |
| To have their photo taken to be used in house use   | Yes [ ] No [ ] |
| To be recorded on CCTV  | Yes [ ] No [ ] |
| To have their photo uploaded to Busy Kids Social Media or other business related social media | Yes [ ] No [ ] |
| To have their photo uploaded to our website   | Yes [ ] No [ ] |
| To be observed by our professional staff and allow developmental checks to be carried out     | Yes [ ] No [ ] |
| To eat birthday treats sent in from other parents (if applicable)                             | Yes [ ] No [ ] |
| To access the internet under supervision  | Yes [ ] No [ ] |
| To display photographs within the setting (Including group photographs)                       | Yes [ ] No [ ] |
| You may be asked to sign for other specific permission relevant to the service.               |                |

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Child Protection

We have a moral and legal obligation to ensure that all children in our care are protected, and their health and welfare are safeguarded. Our staff are mandated to report any concerns. Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.

All staff in the service is vetted through the Garda vetting unit and have the correct qualifications to work with children. We act to protect children from harm, which may arise. It is our duty in this case to question the cause of any behaviour, bumps, bruises or unusual markings. Our main concern in the service is to safeguard and protect the welfare of children. We have a responsibility to identify report and record any suspicions of child abuse to Tusla the Child and family Agency. We have a responsibility to respond to all child protection concerns.

### GDPR Privacy - Consent for Collection and Usage of your personal data

*Please ensure that all parents or guardians whose information has been supplied in this form read and complete the following.*

I have read the Sonas Busy Kids Privacy Policy, and I understand the reasons for requesting the personal information sought about myself and my child in this Registration form. I consent to the collection and processing of the data given, for these purposes, by Busy Kids. I understand that I can request a copy of this information, and revise or withdraw my consent by contacting the service at any time.

I understand that my fingerprint will be required and retained for access purposes only and fingerprint records will be deleted upon disenrollment from our facilities.

**Parent or Guardian's signature (1)**

**Parent or Guardian's signature (2)**

\_\_\_\_\_

\_\_\_\_\_

**Manager signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Collection Authorisation

I authorise the following people to collect my child in the event of my absence. I acknowledge unless I have spoken to the Manager my child **cannot** be collected by any other person.

1. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to child: \_\_\_\_\_
2. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to child: \_\_\_\_\_
3. Name: \_\_\_\_\_ (Tel) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

**I confirm that the above persons have been informed by me that their details have been shared with the service**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Separated and Divorced Parents

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

By law, an unmarried mother is the automatic guardian of a child born outside of marriage. In some circumstances, unmarried fathers have automatic access. The service should be informed about access rights. Unmarried fathers will automatically become guardians of their children if they meet a cohabitation requirement. An unmarried father who cohabits for 12 months with the child's mother, including 3 months following a child's birth, will automatically become the child's guardian. This provision is not retrospective, so guardianship will only be acquired automatically where the parents live together for at least 12 months (applies to children born after 18 January 2016.)

- We cannot refuse either parent to collect their child unless a court order is in place.
- We ask that parents give us information on any person that **does not** have legal access to the child.
- Where custody of a child is granted to one parent, we would ask you to clarify the circumstances with us. This information will remain confidential and will only be made known to the relevant staff. If there is any legal documents i.e. custody order, barring order we would ask you to provide us with a copy to keep on file.

### Parental Code of Conduct

Busy Kids are committed to engaging with the families of children enrolled at its services in accordance with its values of Warmth, Empathy, Empowerment, Energy and Teamwork.

Busy Kids encourages families to actively participate in its education and care programs and aims to engage in constructive and co-operative working relationships with families. Busy Kids are also committed to protecting the safety and wellbeing of the children in its care, their families, staff members, volunteers and all other invitees or visitors to a Busy Kids premises. To achieve these aims it is expected that all parents, guardians and family members of children enrolled in Busy Kids will conduct themselves in a manner which is in accordance with Busy Kids values.

## **Application**

This Code applies to all parents, carers, guardians and family members of children enrolled in a Busy Kids and to any of their invitees or guests (including Emergency Contacts nominated to the service from time to time). The Code must be observed in all conduct and interaction with Busy Kids, including attending a Busy Kids premises and car park facilities, interacting with children, their families, staff members and volunteers, and at any function or event held by or on behalf of Busy Kids.

## **Conduct**

In all matters associated with Busy Kids, parents/guardians must, at all times act in accordance with the Busy Kids values and:

1. Comply with the law and Busy Kids Policies and Procedures (as amended from time to time)
2. Comply with the Busy Kids values when interacting with children and their families, Busy Kids staff members and volunteers. Aggressive, bullying or intimidating behaviour will not be accepted
3. Be respectful of cultural diversity and refrain from harassing, discriminating against or vilifying children, their families, Busy Kids staff members and volunteers on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions, or background
4. Be respectful of the privacy of children, their families, Busy Kids' staff members and volunteers and refrain from taking photographs on Busy Kids premises without the prior written consent of management
5. Comply with the reasonable directions given by Busy Kids staff members to foster a safe and welcoming environment within Busy Kids services
6. Raise any concerns in accordance with Busy Kid's grievance and complaint management procedure
7. Use Busy Kids facilities, property and services in an appropriate manner;
8. Refrain from smoking on Busy Kids premises and events
9. Not be adversely affected by alcohol or other substances (with the exception of medically prescribed drugs) when attending a Busy Kids facility or events
10. Ensure that all family members and Emergency Contacts associated with a child's enrolment are made aware of this Code and ensure their compliance with this Code

## **Consequences of Non-Compliance**

Not complying with this Code may have serious consequences. Busy Kids will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is of serious nature or if, in the opinion of Busy Kids, there is a risk of future non-compliance.

Busy Kids may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at Busy Kids. This Code may change at any time without prior notice. When any changes are made an updated version of the Code will be placed on the entrance of the building.

**Registration Policy**

- A childcare place will only be held for a child once the application form has been completed. This must be signed by the parents and crèche manager and a two week deposit has been paid. This deposit is based on the amount of days and hours the child will be attending. The registration form must also indicate a start date.
- If the expected start date is to change 1 months' notice must be given otherwise parents will be charged from the date on the application form.
- One months' notice in writing must be given before a child finishes the service. This is required for the deposit to be returned, this is at the discretion of management.

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**I \_\_\_\_\_ (Parent / Guardians Names) have read and understand all the enclosed policies and procedures.**

**Please ensure the following are attached to this application**

1. Copy of vaccinations record / Disclaimer (SCC/105/50B)
2. Photo of child, parent/guardian and other collectors

**And if applicable**

1. Medical Emergencies Care Plan
2. Other Care Plans
3. Dr/Consultant Notes

**All about me (this is optional)**

We believe it is important to know as much as we can about a child before they start our service. Completion of the following section of this registration form is optional for parents and guardians, but we believe it helps us to get to know the child and helps settle a child into the service if we know things about them.

Does your child have any brothers or sisters?

---

What are the names of other family members and other significant people close to the child?

---

Do you have any pets?

---

Nationality / what languages are spoken at home?

---

What is your child's favourite food?

---

Has your child any previous experience of early childhood services/toy library/parent and toddler groups?

---

Does your child have any particular play interests at the moment, or particular toys he/she likes to play with?

---

What other things does your child show interest in or talk about?

---

Does your child enjoy and get involved in imaginative type play and/or activities such as drawing, painting, puzzles, and building?

---

Does your child enjoy books and listening to stories? Does he/she have any favourite rhymes, stories, videos or CD's?

---

How do you comfort your child when he/she is upset? Does he/she need any comfort toys?

---

Do you have any concerns or worries about your child's development?

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Is there any other information you would like us to know?

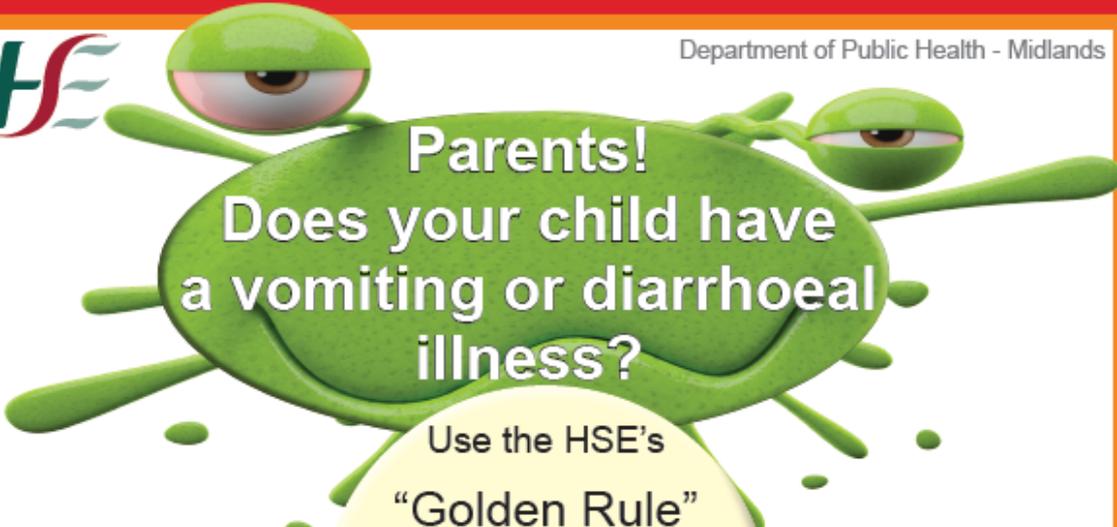
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Religion

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Food: special diet, restricted foods

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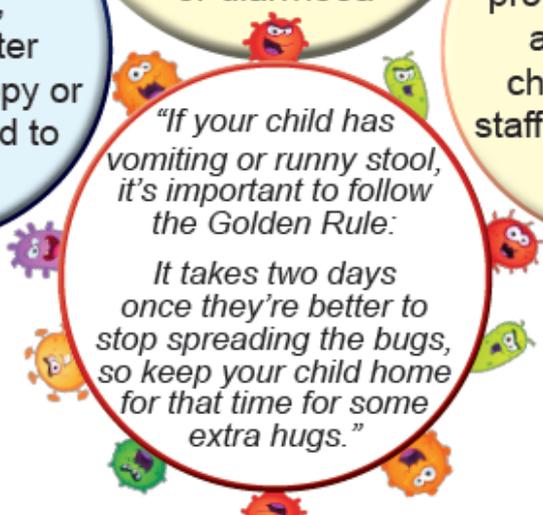
# Parents! Does your child have a vomiting or diarrhoeal illness?

Use the HSE's  
"Golden Rule"

Children **MUST**  
stay at home for  
48 hours **after** their last  
episode of vomiting  
or diarrhoea

Wash your  
hands often and  
thoroughly,  
especially after  
changing a nappy or  
bringing a child to  
the toilet

The  
"Golden Rule"  
protects your child  
and the other  
children and the  
staff in the childcare  
facility



*"If your child has  
vomiting or runny stool,  
it's important to follow  
the Golden Rule:*

*It takes two days  
once they're better to  
stop spreading the bugs,  
so keep your child home  
for that time for some  
extra hugs."*

### Why you need to follow the Golden Rule:

- Vomiting and diarrhoea are caused by many different types of bugs. All of them are unpleasant for children and their families, but some, like VTEC, are serious.
- VTEC bugs cause diarrhoea. They also cause kidney failure in 1 in 10 children who get VTEC.
- If your child gets VTEC the staff in the Department of Public Health may have to exclude them from all childcare facilities for longer than 48 hours.
- An outbreak of VTEC in a childcare facility may mean that The Department of Public Health will need to close it temporarily.