



# Treoirlínte an Naíonra

## Naíonra Guidelines

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### **1. Uaireanta Oscailte & Táillí / Opening Times & Fees**

Naíonra na gCloch Liath operates as a Part-time Day Care Service, from 8.20am to 12.50pm, Monday to Friday, and in accordance with the school calendar.

**Tá Naíonra na gCloch Liath ag feidhmiú faoi scéim ECCE. Faoin scéim seo tá do pháiste i dteideal freastail ar a Seisiún Naíonra saor in aisce (3 uair/lá) faoi réir na n-iarratas chun críche go rathúil. Beidh na foirmeacha seo a chur ar fail duit luath Meán Fómhair, tabhair ar ais go pras le do thoill.**

Naíonra na gCloch Liath is operating under the ECCE scheme. Under this scheme your child is entitled to attend the Naíonra Session fee free (3 hours daily), subject to the successful completion of application. These forms will be made available to you early September, please return them promptly. Families must sign and comply with the Fees Policy.

The cost per month is €202.5 as the day is partial funded by the \*ECCE Scheme (3 hours per day). Payment should be made on the 1<sup>st</sup> day of each month to the Naíonra bank account, details will follow:

**Reference: Please use the Name of your Child and the Month you are paying for, eg Maire/Sept, Donal. March etc.**

### **2. Árachas/Insurance**

**Tá an tseirbhís árachaithe trí scéim aontaithe le Gaelscoileanna Teo.**



This service is insured through a scheme agreed with **Gaelscoileanna Teo**.

### **3. Teacht agus Bailiú/ *Arrival and Collection***

#### ***An Gnáthamh Teachta /Arrival Routine:***

Beimid ag beannú gach páiste ag doras an Naíonra, ag 8.20rn. Caithfidh gach páiste a bheith faoi thionlacainn go dtí doras an Naíonra le duine fásta níos mó na 16 bhliain d’aois. Téigh i dteagmháil le duine ón bhfoireann ar maidin má tá do pháiste ag dul abhaile le duine éagsúil ón mbailitheoir ainmnithe atá ar an fhoirm iarratais an pháiste.

Children will be greeted at the door of the Naíonra at 8.20am. Please come to the back door of the Gaelscoil. Children must be accompanied to the Naíonra door by a person of 16 years or older. You must notify a member of staff in the morning if your child is being collected by someone other than the designated collectors as stated on your child's application form.

#### ***Bailiú /Collection:***

Ag am bailiú, bailigh do pháiste in am le do thoil, cuireann sé goill orthu má tá siad bailithe déanach.

Naíonra class ends at 12.50pm. At collection time please collect your child on time as it is upsetting for children if they are collected late. Also, the children from N. Bheaga and N. Mhóra (after-school group) use the room from 1.10pm.

### **4. Timpistí agus Eachtraí /*Accidents and Incidents***

Má tá do leanbh páirteach i dtimpiste nó eachtra bíonn taifead scríofa déanta agus é roinnte leat. Iarrfar ort na taifid seo a shíniú. Tá foireann sa tseirbhís seo oilte i nGarchabhair agus is féidir leo chuir cóireáil leighis mionúr. Más gá páiste a thabhairt chuig an ospidéal gan an tuismitheoir, beidh ball foirne leo.

*If your child is involved in an accident or incident, a record will be written up and shared with you. You will be asked to sign these records. Staff in the Naíonra are trained in First Aid and will treat minor injuries. If a child needs to attend hospital before a parent arrives, a staff member will accompany them.*

### **5. Bia /*Food***

Is féidir libh lón beag sláintiúil a thabhairt do d’ pháiste, le haghaidh dhá bhriseadh (lón mór agus sos beag). Caithfidh aon lón, le bia meatach ar nós feoil, iasc nó déirí a bheith cuisnithe



mar sin an féidir libh bosca lón beag agus buidéal (le ainm marcáilte go soiléir) ionas go bhfuil sé éasca iad a stóráil.

*Please supply your child with a healthy lunch, enough to cover two breaks (big lunch and small break). Any lunch containing perishables such as meat, fish or dairy must be refrigerated so please use a labelled lunch box and one that can be easily stored in our fridge. Please label drink bottles/beakers too with your child's name.*

**De bharr ailléirgí cnónna agus síolta sa scoil bí cinnte go bhfuil an bia saor uathu. / Due to nut and seed allergies in the school please ensure all foods are free of these ingredients.**

Ó am go chéile, cuirimid bia ar fáil sa Naíonra, tá sé an tábhachtach go mbíonn éadulaingt bia agus ailléirgí gach pháiste ar eolas ag an bhfoireann. Is é is fearr do do pháiste choinneáil suas chun dáta linn aon ailléirgí nua.

*Occasionally we offer other foods in the Naíonra, all staff are aware of all child's food intolerances and allergies. It is in your child's best interest to keep us updated on any allergies they may develop.*

## 6. Éadaí/Clothing

Ní mhór do gach leanbh a bheith in ann dul ag an leithreas. Cuir do pháiste in éadaí atá éasca a bhaint, chun neamhspleáchas a spreagadh. Bímid ag spraoi le go leor rud a dhéanann praiseach m.sh. gaineamh, uisce, péinteáil, taosrán, etc, déan cinnte nach bhfuil na héadaí is fearr orthu le do thoil agus bróga practiciúla.

Tá sé beartaithe againn na páistí a chur taobh amuigh gach lá, ní mór duit trealamh fearas cuí a thabhairt dóibh le do thoil. Cóta báistí agus wellies sa Gheimhridh. Hata gréine agus lóis gréine sa samhraidh roimh dul chuig an Naíonra.

*All children must be fully toilet trained. (We have no changing facilities for nappies or pullups). Dress your child in easy to manage clothes, this encourages independence. As we play with lots of messy things e.g., sand, water, paint, play dough etc please make sure their clothes are suitable and don't dress them in clothes that are precious to you.*

*We take the children outside each day, please provide them with appropriate clothing and footwear, for Winter, wet weather gear and welly boots that can be kept in the Naíonra, in Summer, a sun hat and sun-screen applied before coming to the Naíonra and always practical shoes, no crocs or sandals, runners are best.*



## 7. Tinneas/*Illness*

Má tá do pháiste tinn thar oíche ná tabhair go dtí an Naíonra é/í. Má tá do pháiste ar antaibheathach, níl cead freastail ar an Naíonra go dtí ar a laghad 24 uair an chloig tar éis dóibh an chéad phíosá den antaibheathach a thógáil. Má tá tinneas tógálach ag an leanbh, mar shampla deilgneach ní mhór do thuismitheoirí cur in iúl don Naíonra ionas gur féidir linn na thuismitheoirí eile a chur ar an aire. Tá liosta de na galair seo le feiceáil ar ár gclár na fógraí.

**Feithidí Gruaige –** Ma smaoinigh tú go bhfuil Feithidí Gruaige ag do pháiste, na tabhair go dtí an Naíonra é/í le do thoil. Inis seo don Naíonra comh luath is féidir leat.

*If your child is sick during the night, please do not send them to Naíonra. If your child is on an antibiotic, they must not attend Naíonra for a minimum of 24 hours after they first start the antibiotic. If a child has a contagious illness, e.g., chicken pox, measles, mumps, Covid 19, etc, parents must inform the Naíonra to let other parents know. A list of these diseases is displayed on our notice board.*

*Head lice - If you suspect that your child has head lice, please do not send your child into Naíonra until they have been treated. Notify the Naíonra directly.*

## 8. Imréitigh an Gharda Siochána/ *Garda Vetting*

Tá an fhoireann go léir imréitithe leis an Gharda Siochána, seo a heagraithe trí Barnardos. All our staff are Garda vetted, which is arranged through Barnardos.

## 9. Féilire/Calendar

Faoin scéim an ECCE, táimid tar éis aontú féilire Gaelscoil na gCloch Liath a leanúint. Gheobhaidh gach thuismitheoir féilire an Naíonra. Beidh cóip den féilire ar ár gclár fógrach sa scoil agus ar na suíomh gréasáin an Gaelscoil agus an Naíonra - [www.gscl.ie](http://www.gscl.ie) and [www.naionranagclochliath.ie](http://www.naionranagclochliath.ie)

*Under the ECCE scheme we have agreed to follow the school calendar of Gaelscoil na gCloch Liath. Every parent will be issued with the Naíonra calendar. A copy of which is kept on our Parent's Notice Board in the Gaelscoil and available on the websites for both the Gaelscoil and the Naíonra – [www.gscl.ie](http://www.gscl.ie) and [www.naionranagclochliath.ie](http://www.naionranagclochliath.ie)*

*A more detailed version of these guidelines, along with our policies are available upon request.*