



## John Scottus Pre-School

### Statement of Purpose & Function

This statement of purpose and function will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

<b>Document Title:</b>	<b>Statement of Purpose and Function</b>
<b>Revision Number:</b>	<b>1</b>
<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Management</b>
<b>Date the Document is Effective From:</b>	<b>July 2020</b>
<b>Scheduled Review Date:</b>	<b>June 2021</b>
<b>Number of Pages:</b>	<b>3</b>

### Key Information

<b>Opening Hours:</b>	<b>8:00am - 1.30 pm</b>
<b>No of Weeks per year opened:</b>	<b>38</b>
<b>Capacity:</b>	<b>33 children</b>
<b>Age Range:</b>	<b>2 years &amp; 8 months to 5 years</b>
<b>Ratios:</b>	<b>As per regulations</b>
<b>Curriculum:</b>	<b>John Scottus Curriculum</b>
<b>Address:</b>	<b>Old Conna, Ferndale Rd, Rathmichael, Co Dublin</b>
<b>Eircode</b>	<b>A98FN12</b>
<b>Email:</b>	<b>primaryoldconna@johnscottus.ie</b>

## Key Personnel

<b>Manager (Person in charge):</b>	<b>Elizabeth Dempsey</b>
<b>Deputy in the absence of Manager:</b>	<b>Seaфра Griffin</b>
<b>Health and Safety Officer:</b>	<b>Elizabeth Dempsey</b>
<b>Fire Officer:</b>	<b>Elizabeth Dempsey</b>
<b>First Aid Co-ordinator:</b>	<b>Elizabeth Dempsey</b>
<b>Designated Liaison Officer:</b>	<b>Elizabeth Dempsey</b>
<b>Deputy Designated Liaison Officer:</b>	<b>Seaфра Griffin</b>
<b>Data Controller:</b>	<b>Elizabeth Dempsey</b>

## Type of Service:

Full Day Care in accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016.

The purpose of this service is to provide a part time facility for children aged 2 years and 8 months to 5 years. We open 38 weeks per year and daily from 8:00am-1.30pm, Monday to Friday. We have capacity to cater for 33 children at any one time. This service is privately owned.

## Our Mission:

To create a secure, comfortable and fully interactive environment where children are encouraged to learn and grow.

## Core Values:

- Unity
- Spirituality
- The Spirit of Enquiry
- Service
- Love

## Curriculum:

At John Scottus Pre-School we aim to provide an education for young children that caters for every aspect of their development: physical, mental, emotional and spiritual. We believe that nurturing strong connections between the child and the teacher is key

in allowing children to develop and learn fully. We put strong emphasis on presenting the children with good material and good company through the approach of Love and Play. We acknowledge the natural connection children have with nature and we are committed to providing outdoor learning opportunities as much as possible.

### **Range of Services and Facilities:**

#### **Our service:**

- We are open 38 weeks per year.
- We close on Good Friday and Bank Holidays, for 1 week at mid-term, during July and August, and for 2 weeks at Christmas.
- We are offering the following funding schemes: ECCE

#### **Our Facilities include:**

- 2 classroom
- A large outdoor play area with play equipment and garden.
- Trained and qualified staff.

#### **Fees:**

- Fees must be paid in two instalments, nine-monthly or in its entirety at the beginning of the year.
- Fees must be paid by Standing Order.
- A receipt will be issued upon request.
- A deposit of €500 is taken, in advance, when a child is given a place. Deposits are refunded, where a child has taken up their place at the end of October.

#### **Reviewing Fees:**

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by giving notice of increase in fees.
- Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.