



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.

Key Information

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

Key Personnel

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

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:

- 1 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.