

# Kiddibank Daycare



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# The first steps at Kiddibank

Welcome to Kiddibank Daycare. Once your child joins our daycare they will receive all the care and attention they need. The first time your child separates from you can be an upsetting experience for you as much as, if not more than, your child! However, our sympathetic and well-trained staff can help make the whole process much happier and less traumatic.

Your child will be assigned a key person who will be responsible for ensuring that their introduction into Kiddibank goes as smoothly as possible. You will be able to stay with your child until he or she settles in, after which we would encourage you to leave for short periods of time. The settling in period is rarely as difficult as you imagine it to be, and children quickly learn that Kiddibank is a happy, friendly place to be. If there are any problems these are quickly addressed by your child's key person with you and the Kiddibank Manager (if required).

When your child starts at Kiddibank we ask you to provide all necessary information such as contact telephone numbers, names of people who will collect him or her on a regular basis, sleeping and feeding routines, food likes and dislikes and so on. Our aim is to ensure that your child's routines, especially if they are very small, reflects where possible, what they are used to doing at home.

Above all, this is a time when parents are always welcome to discuss their concerns and resolve any teething troubles. Your child's first few weeks at Kiddibank will be the foundation of a happy, secure childhood, and their time here will give them the confidence and skills to enjoy a successful pre-school and school career.

# Kiddibank and your Child

You can expect Kiddibank to cater for every aspect of your child's play, development and entertainment. Children are separated into groups according to their age and development needs. There are indoor and outdoor play areas, facilities for sand and water play, creative activities, concentrated one-on-one activity and rest areas. The equipment available is carefully chosen to be suitable for the children's age and stage of development.

A balanced diet is crucial to a child's physical and mental development, so you will have the choice of sending in your child's snacks and lunch or we provide healthy well balanced school dinners and snacks. A weekly menu is displayed on the noticeboard in reception so you can see what your child will be eating each day.

We will frequently inspect toys & equipment and make any repairs or replacements and keep following a high standard.

# Learning through play at Kiddibank

Each day your child's activities will be specifically planned and organised to ensure they are appropriate and specific to each age group.

Your child will only progress to the next stage when they are ready and when this has been discussed with you, and you are happy with this decision.

We follow an education programme that ensures your child receives the best possible start on their road to learning in a stimulating and encouraging setting.

For babies and toddlers (0-3 years) we will use a system which recognises that the children need to develop and learn through interaction with people and exploration of the environment around them.

Divided into four 'Aspects', we focus on the skills and competence of babies and young children and highlights the relationship between growth, learning, development and the environment in which they are cared for and educated. Learning is encouraged through play and includes activities to involve each area.

Your child will be encouraged and supported every step of the way and a record will be kept of their personal development to ensure that their every need is met.

# Our Partnership with Parents

Parents are our customers and therefore you have a strong input into every aspect of your child's care at Kiddibank. We welcome parent's comments and consult on a regular basis about how Kiddibank is run and the service we offer. Your child's key person and the Kiddibank Manager are always willing to meet with you and discuss your child's progression as well as answer any concerns you may have.

When you come and collect your child, their key person will tell you about his or her day including their activities and achievements. A more formal review of progress will take place during the year, and you are encouraged to read through your child's records whenever your wish. In addition, Kiddibank has a parent's noticeboard and issues regular parent's newsletters to keep you up to date with news about the daycare.

Our partnership is a two-way process, and we like parents to help us make sure that Kiddibank runs smoothly. We request, for example, that you follow our security guidelines with regard to admitting unknown people into Kiddibank, and that you keep us informed about any allergies or special dietary requirements your child may have.

Kiddibank has a policy on admitting children with infectious illnesses and we would ask that you respect any quarantine period as specified by Kiddibank's Manager. This is for the benefit of the other child, parents and staff at Kiddibank.

# Safe and Sound

Your Child's safety and well-being is our paramount concern, and it is vital that parents feel confident they can leave their children in our care knowing they are safe.

No one is allowed on the premises that are not known to the members of staff. We operate an effective door entry system so staff can perform a check on everyone entering Kiddibank. Unrecognised visitors are always challenged and must be registered at reception.

You will be required to provide photocopies of passports and/ or driving license photocopies for anyone who will be picking up your child. This will ensure our staff can identify everyone in the building.

All staff at Kiddibank are able to offer first aid care to the children should they need it. They are also able to deal with allergic reactions and anaphylactic shock.

Inside and outside the building all play areas are safe with fences, doors, locks all fully secured.

# Daily Routine

<b>Time</b>	<b>Activity</b>
7.30am – 9am	Breakfast club
9am - 10am	Classroom time including arts and crafts, learning and playing
10am – 10.15am	Snack time
10.15am – 11.15am	Outdoor playtime
11.15am – 12.15pm	Classroom time including arts and crafts, learning and playing
12.15pm – 1pm	Lunchtime
1pm – 3pm	Quiet time/ sleep time
3pm – 4pm	Circle Time
4pm – 4.30pm	Snack time
4.30pm – 5pm	Rhyme time
5pm – 6pm	Outside play
6pm – 7pm	Free activity time

*\*Please note some times and activities may vary depending on the age and class of the child.*

# General Information

## **Kiddibank daycare opening hours:**

Monday – Friday

07.30 until 19:00

Customized hours available upon request

## **Additional Services offered:**

- Monthly sleepover club
- Healthy School Lunches
- School bus service
- After school club for other schools including pick up, lunch and homework club

## **School Uniform**

Kiddibank daycare have a school uniform for all children it is as follows:

### Girls summer uniform:

- Branded summer dress
- Shoes or sandals

### Girls winter uniform:

- Grey branded pinafore with a white short or long sleeved shirt underneath
- Grey tights
- Cobolt blue branded cardigan or jumper
- Shoes or boots

### Boys Summer uniform:

- Navy blue or grey shorts
- Branded white polo shirt
- Shoes or sandals

### Boys winter uniform

- Grey school trousers
- White branded polo shirt
- Cobolt blue jumper or cardigan

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar and can easily be confused for another child's. The school cannot accept responsibility for any lost items.

Please note that flips flops of any kind are not allowed in school at any time.



# Pricing Structure

<b>5 hours per day</b>	<b>Monthly cost</b>
3 days per week	€315
4 days per week	€355
5 days per week	€395

<b>8 Hours per day</b>	<b>Monthly cost</b>
3 days per week	€340
4 days per week	€405
5 days per week	€478

<b>10 Hours per day</b>	<b>Monthly cost</b>
3 days per week	€378
4 days per week	€463
5 days per week	€510

# Pricing Structure

This fee is to be paid on a monthly basis for every month of the year and at the end of each month. (one month in advance)

School lunches are not included and are charged at €5,00 per day. This school charge includes one healthy school lunch and a dessert plus one morning snack and one afternoon snack.

A deposit of two month's fee is payable and a 25% discount is offered to siblings. The deposit is refundable if one months' notice is given and all fees are paid up to date when leaving.

# School bus service

	Monthly	Daily
San Roque	€100	€15
Alcaidesa	€100	€15
Gibraltar	€110	€20
Campamento	€110	€20
Santa Margarita	€110	€20
Sabanillas	€140	€25
La Duquesa	€140	€25
Torreguadiaro	€125	€25
San Enrique	€125	€25
Sotogrande	€110	€15
Guadiaro	€110	€15
Pueblo Nuevo	€110	€15

Please note these prices are charged per family not per child. The prices are per school month (20 days) and paid in advance. Additional cost is charged for additional days.

A deposit of one month's fee is payable in advance and refunded if one month's notice is given when the service is no longer needed.

I.....agree to use the school bus service and to pay the monthly fee in advance for.....

I will use the bus stop at the.....

I give permission for the above-named child/ children to use this service.

Signed..... Dated.....

Name..... Contact number.....

# Uniform Price List

GIRLS PINAFORE €22

GIRLS DRESS €22

GIRLS CARDIGAN €20

BOYS SHORTS €18

BOYS TROUSERS €20

BOYS JUMPER €20

POLO SHIRTS €16

SUMMER T SHIRTS €10

SUMMER SHORTS €10

KIDDIBANK BAG €12