



*“where ideas begin”*

## **STATEMENT OF PURPOSE AND FUNCTION**

Mini Trinity Montessori is dedicated to providing a stimulating, safe, loving, nurturing and relaxing environment. We believe in forming close partnerships with parents and families. The highest standards of professional care ensure a quality service to meet the needs and rights of each child. We aim to ensure that the childcare services provided are in accordance with the 2016 preschool regulations and the 2018 School Age Regulations.

Some core objectives of Mini Trinity are; to embrace and nurture diversity and to value each child’s uniqueness, to teach sign language so that every child from a different culture can still communicate and interact with adults and other children. We are strong advocates in the promotion and awareness of child protection and the importance of stranger danger, evasion and avoidance.

We provide care for children aged from 2 years up to 12 years of age. We are a full day care, sessional and part time childcare provider. The maximum number of children that can be catered for in the service is 15 at any given time.

### **Facilities**

At Mini Trinity we have a large educational room with a comfy reading/snoozing corner to the end of the room. There is a large outdoor play area which will always be continually modified and updated to allow for added sensorial stimulation.

- Parents must provide nappies, cream and wipes if their child is still transitioning to toilet training.
- All lunch boxes and bags must be marked with the child’s name.
- We also ask for a change of clothes and sun cream.
- Footwear and clothes should be comfortable and loose as the children are constantly moving around the classroom or the outdoors.

### **Opening Hours**

Our opening times are 8.15 am to 6:00pm Monday to Friday. We will allow a 15-minute emergency delay but when that time lapses, an hourly rate of €10 will be charged.

Currently there is no school age service to drop off children to their primary schools. (This is subject to change and is reviewed annually). The school aged children are collected in a comfortable car on rainy days or they will take a short walk with a teacher back to the

afterschool at Mini Trinity. They are expected to arrive within 15 minutes after their collection times. There is a maximum of 14 school-age children at any given time.

The after-school service closes at 6pm.

Mini Trinity is closed on bank holidays. The ECCE children do not attend on the October week, Christmas Holidays or the Easter midterm in accordance with the school calendar. However, we will continue to remain open and the parents can pay if they wish to leave their child in the school for those weeks. The school term calendar will be issued every September.

**All fees must be paid if your child is sick, on bank holidays and the Christmas period.**

## Activities

- **Preschool** – We have a monthly Montessori curriculum incorporating Aistear displayed on the notice board from September to June. This is then broken down into weeks and a specific topic will be introduced to the children during circle-time. The children will then be invited to participate in some art work in relation to the topic covered.
- Each week there is a Child's Fitness/Yoga class which is located in the main Montessori room. This is at a cost of €6 per week payable by the parents if they wish to opt in. A garda vetted instructor is sub-contracted to provide the class.
- There are also courses of Spanish lessons provided throughout the school term. A garda vetted tutor is sub-contracted to provide the class.
- **School-Age** – There is a weekly routine displayed on the notice board for the afterschool children. This includes but is not limited to; lego club, dress up play, arts & crafts, board games, outdoor sports (tennis, skipping, sand & water play).

This statement is available to parents, staff and any relevant stakeholders. The parents are informed of the policies at the time of their child's enrolment and a copy can be issue if requested.

It is also available in a child friendly format to children enrolling in our service.

All of our policies are listed on our policy Index and inform the work of the service.

This statement will be reviewed every 2 years with the next review date being;

September 2023