

Superstars Daycare & Afterschool

Unit 5 Riverside Shopping Mall

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Gilford

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7.30am – 6.00pm (Monday to Friday)

**Statement of Purpose**

Superstars Daycare & Afterschool is committed to providing the highest standard of professional care within a warm, homely atmosphere where your child can enjoy stimulating play, as well as necessary rest periods, thereby enabling them to develop their full potential.

**Our Values**

**Child Focused** – We are child focused and treat each child as individuals, their needs always come first.

**Engaged** – By engaging with our Team, Children and Parents in a proactive, supportive, flexible and caring way, we can create a real sense of belonging.

**Passionate** – We are passionate about creating a fun, welcoming and nurturing environment to greatly enhance opportunities to learn and explore.

**Committed** – We are committed to providing excellence through continuous improvement and consistent training.

**REGISTRATION**

We are registered with the Southern Trust and we are also members of the Early Years Organisation (EYO).

Superstars Daycare & Afterschool was established by Tara McKibben (Registered Person) in 2020. Superstars Daycare & Afterschool cares for children aged 0-12 years of age.

**HOLIDAY ARRANGEMENTS:**

Our days of closure as follows:

New Year’s Day  
St Patrick’s Day  
Good Friday, Easter Monday & Tuesday

May Day & Late May Holiday  
12th, 13th & 14th July  
Late August Bank Holiday

Christmas week (24th December – 31st December)

Superstars Daycare & Afterschool is registered for up to 66 children. This is comprised into 5 main groups;

* Tiny Stars is for children aged 0-1 (or until they’re walking). This room caters for up to 6 babies at any one time.
* Twinkle Stars is for children aged 1-2. This room caters for up to 9 waddlers at any one time.
* Little Stars is our toddler room for children aged 2-3. This room caters for up to 12 children at any one time.
* Bright Stars is our pre-school room for children aged 3-5. This room can cater for up to 19 children at any one time.
* Afterschool Stars is our afterschool room for children aged 5-12 (P1 – P7). Our afterschool room can cater for up to 20 children at any one time.

As part of our Registration we are inspected annually in line with the Minimum Standards. Annual Inspections check:

* The suitability of the premises, ensuring that they are safe to be used as a facility to provide care to children
* The suitability of the persons providing care, ensuring that there is no known reason why they are not able to work with children
* That the standard of care offered is in keeping with that which is required by any registered facility
* The suitability of equipment
* All record keeping systems. They have access to all records held on children and staff.

The contact details for our registering social worker are displayed on our Parent Notice Board at the entrance to our setting.

At Superstars Daycare & Afterschool there is public liability insurance and employers’ liability insurance, with current certificates displayed on the notice boards in the settings.

***Fees – these can be obtained from our manager.***

**ROUTINES**

Each room will have their own routine in terms of free play, structured play, outside time etc. The nursery’s set times for meals are as follows; Breakfast is served between 7.30am-9am, Snack at 10am, Lunch at 12/12.30pm and final snack at 3pm. The afterschool room will have snack at 4pm.

**POLICIES & PROCEDURES**

The policies and procedures which govern our practice have been carefully developed in accordance with both legislation (Children (Northern Ireland) Order 1995) and best practice as determined by the Early Years Organisation and the Department of Health, Social Services and Public Safety (DHSSPS) via The Minimum Standards. These are continually reviewed in line with current Childcare, Health and Safety and Best Work Practice guidelines.

Each of our policies are available as physical copies from the nursery.

* Absence Of Manager
* Accidents
* Additional needs
* Admission
* Managing Behaviours
* CCTV
* Child Protection
* Complaints
* Confidentiality
* Consent
* COVID-19
* Data Protection
* Emergency
* Equal Opportunities
* E-Safety
* Fire & Evacuation
* General Health & Safety
* Healthy Eating / Menu Planning
* Observation & Record Keeping
* Infection Control
* Intimate Care
* Lost / Missing Child
* Medical Administration
* Mobile Phones
* Outings & Community Links
* Partnership with Parents & Carers
* Records Management
* Security
* Smoking
* Settling In
* Staffing
* Transport
* Video & Photography
* Whistle Blowing

There are a number of policies that will be shared with each parent when they’re child starts at Superstars, these include safeguarding, intimate care, photography, infection control, food & drink, behaviour management and additional needs and the complaints policy. Our statement of Intent will also be shared with parents.

**Admissions**

In line with the Early Years Organisation’s (EYO) policy statement on admissions, at Superstars Daycare & Afterschool we admit “children from all cultural, religious and financial backgrounds and also welcome children with disabilities and learning difficulties”.

At Superstars we are committed to promoting equality of opportunity by providing activities which are open to all children and their families. We aim to ensure that all individuals who wish to work in Superstars as staff have an equal opportunity to do so. Superstars provides all round day care to children between the ages of 12 weeks and 12 years.

**Waiting List**

Our waiting list is not necessarily operated on a first come, first served basis. Parents can place their child’s name on our waiting list at the pre-natal stage if they so wish, but places will not be allocated according to the length of time their child’s name has been on this list in the first place, but whether a place is available in the appropriate age group.

Where all things are equal and more children want places than are available, the following admissions criteria will apply:

* Priority will be given to those children who have siblings already at Superstars.
* Priority will be given to children requiring full-time rather that part-time care, when full-time places are available
* Priority will then be given to a child who has been on the waiting list for the longer period of time

A child whose name is not on the waiting list but who falls within the categories below may also be offered a place:

* Child referred by Social Services, Health Visitor or other Health Care Professional
* New families within the areas
* Child who has special needs
* Child from cultural groups not familiar with nurseries

**Registration**

We encourage parents to come and view our nursery, meet the staff and children and discuss their childcare requirements. They will then be asked to complete a registration form and a Parental Consent form. This will include as well as the child’s details: -

* Name, address and contact numbers of all parents/carers
* Information about any health issues or medication;
* Parental consent for general activities

At Superstars, we recognise the importance of keeping in close contact with parents in order to meet the needs of each individual child most effectively. Parents are the most knowledgeable people about their children and are also their first and most influential educators.

**Activities & Resources**

All of our rooms at Superstars Daycare & Afterschool are equipped with age appropriate play activities that are rotated depending on the season. We have access to outdoor play areas – our own outdoor play area as well as the riverside walk area that has a lovely forest area as well as a play park.

Activities are planned with an emphasis on learning through fun and play, whilst being responsive to children’s enthusiasm and interests and flexible enough to meet individual children’s needs.

Whilst for children in the nursery setting, there is a need for an educational curriculum, for those children coming to the afterschool stars room it is deemed that those needs will be met in their respective schools. Therefore, the emphasis here will be on play.