



Little Stars on the Lane, Theatre Lane, Greystones, A63 V1F8.

Policy and procedure around deposits, settling in, Keyworkers and start dates.

Forms and deposits:

As per the form each parent completes and signs to secure a spot, no deposit is refundable if the space is not taken.

On each form, we ask a parent to nominate a date that you would like your child to start with us. This is to ensure we can facilitate your child to settle with a suitable age group of children.

We are keen to be as flexible as possible with deposits and start dates.

For full time children, we give 60 days leeway from the start date identified on the form. If your child does not start or fees are not paid within 60 days of the start date identified on the form, your deposit and space are forfeit and non-refundable. A new deposit is due should you wish to reapply for a space with us.

For sessional, afterschool and part time children (children attending up to 1.30pm) , the deposit and your space is forfeit or fees are due, should your start date move beyond week 3 of Sept 1st or the date identified on the form if it is later than Sept 1st.

Choice of Room:

Parents must also inform us in writing if you would like to choose a Naíonra room for your child. This gives us an opportunity to see if we can place you in the Naíonra groups.

Please note that by filling in the form, you are not automatically allocated your choices of days or rooms. We will look at your form and see if we have room and get back to you if we cannot facilitate your preferences.

Settling in:

We know that settling in is a distressing time for parents and children. This has been made all the more difficult with COVID as children have not had the natural socialisation of previous years and are more attached to family than previous years. We want to make this process as painless for you and your child as we possibly can.

We invite the parent /guardian to come with their child and stay until you think your child is ready to stay alone. We would encourage parents to linger for as short a time as possible as we don't want the child to begin to settle with the parent in the room as they may feel that parents come every day. The key is to encourage our new little one to become familiar with their new surroundings without their parent and meet their new peers. We never EVER leave a child unsettled for too long so if your child is very upset, we will call you and offer you the option to come back. Children become upset when they think you will not return, which is why we settle them. Coming back means they learn that Mum or Dad or their guardian will return and they then settle with us. Keeping consistency, returning after a short period of unsettled time and keeping a really positive bright approach, will teach your child there is nothing to fear and will help to settle them more quickly.



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We will endeavour to settle your child into the room they will be in long term. However this is not always possible (for example if a sessional child is settling in out of term time). We allocate 2 x 1 hour sessions as settling in days where your child will come to us.

Keyworkers:

Keyworkers are a great way for each child to feel they have a particular grown up to speak to if they have any worries. They also ensure that we develop strong bonds and relationships between team member and child.

We do not allocate keyworkers before a child joins or at point of joining. We allow the natural settling in process to take shape first. This can take as long as six weeks for some children. We do not force the relationship but we watch to see which team members children gravitate to naturally. We then allocate keyworkers based on the genuine relationships that have been built. We strengthen those relationships with keyworker programmes. Our team will inform parents when they have been allocated as your keyworker.