OPENING A CHILDCARE SERVICE
A Step by Step Guide

• What should I do?
• How will I do it?
• Who will help me?
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INTRODUCTION
Fingal County Childcare Committee is delighted to produce this manual to assist you in starting up a childcare service.

Over the past number of years increased employment, changes in employment patterns and greater female participation of women in the work force have brought about the need for more childcare places.

There is also a demand for a greater variety in the types of childcare provision on offer, particularly care that fits in with parent’s working patterns i.e. full-day care, part-time care, after-school or school holiday care, flexible care and childminding.

With the introduction of the Equal Opportunities Childcare Programme more and more people are considering applying for funding to extend an existing childcare service, to set up a new service, improve a childminder service or to become a childminder for the first time.

The manual is laid out in a step by step format that brings you through from when you first thought about setting yourself up as a childminder or operating a childcare facility. Topics include the different types of childcare, Health Board and Planning Authority requirements, carrying out the research, forward planning, EOCP funding and other non-financial supports.

We sincerely hope that you enjoy reading this step by step guide to opening a childcare service and that the content will be of benefit to you.

Hilary Kendlin
Chairperson
June 2005
ACKNOWLEDGEMENTS

Fingal County Childcare Committee would like to take this opportunity to thank all of the individuals and organisations that provided information, support and advice in the compilation of information in preparing this manual.

Consultations took place with the key stakeholders locally and nationally to ensure that the information provided in this manual is accurate. The agencies and organisations that were consulted were the Health Service Executive - Northern Area, Fingal County Council, Fingal Development Board, Fingal County Enterprise Board, NCNA, IPPA, Barnardo’s, Childminding Ireland, Forbairt Naoimh Teo, St. Nicholas Montessori, Blanchardstown Area Partnership, Co-Operation Fingal North, FAS, VEC, Chamber of Commerce and Fingal Business Forum.

Invaluable information was gathered from various books and reports published by the following organisations:

- Barnardos
- National Children’s Nurseries Association
- Area Development Management Ltd.
- IPPA – the Early Education Organisation
- St. Nicholas Montessori
- Childminding Ireland
- Border Counties Childcare Network
- Centre for Early Childhood Development & Education
- The Equality Authority
- Department of Justice Equality & Law Reform
- Department of the Environment & Local Government
- Health Service Executive
- Fingal County Council

Particular thanks has to be conveyed to the following childcare committees - Leitrim County Childcare Committee, Dun Laoghaire / Rathdown County Childcare Committee, Longford County Childcare Committee, Kildare County Childcare Committee, Dublin City Childcare Committee, Sligo County Childcare Committee, each of whom generously offered advice and support when we were compiling and gathering information for this Manual.

And last but not least our thanks to those childcare providers in Fingal, who because of their need for information and advice encouraged and prompted us to produce this practical user friendly Manual to be used by anyone interested in setting up a childcare service.
INTRODUCTION

PROFILE OF FINGAL COUNTY CHILDCARE COMMITTEE

“OUR AIM IS TO IMPROVE THE QUALITY OF CHILDCARE FOR ALL IN FINGAL”

FCCC Mission Statement

WHO IS FINGAL COUNTY CHILDCARE COMMITTEE?

Fingal County Childcare Committee was established in 2000 and is one of 33 County/City Childcare Committees that have been established throughout the country.

Over the coming years, the committee will work to create conditions to ensure that high quality childcare within the county is accessible to all and is affordable.

The initial work of the committee focused on finding out what is needed and where, on developing networks and support services, on supporting those wishing to provide childcare services and on providing information and training.

Some of these things have been achieved through the work of the Committee in co-operation with parents, providers, Health Board, Enterprise Board, Development Board, County Council, Chamber of Commerce and NVCO’s in the county.

What have we achieved to date?

- Training
- Networks
- Individual support & advice

A FINAL THOUGHT

CARING FOR OUR CHILDREN IS THE RESPONSIBILITY OF THE WHOLE COMMUNITY

Parents and other family members have the principle role in this, but we all have a part to play. Whether you are a public official, an employer, a member of a voluntary organisation or a member of one of the caring professions, you also have a part to play. Please help us in whatever way you can to assist parents and guardians to provide the best possible care for the children in our communities.
STAFF DETAILS & COMMITTEE MEMBERSHIP

STAFF DETAILS:

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</tbody>
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COMMITTEE MEMBERSHIP

Area Development Management Ltd.,
Barnardos
Blanchardstown Area Partnership
Childcare Providers
Co-operation Fingal North
FAS
Fingal Business Forum
Fingal Community Forum
Fingal County Council
Fingal Development Board
Fingal Enterprise Board
Health Service Executive
ICTU
IPPA
Forbairt Naoinrai Teo
Parents
VEC

OFFICE

23 Mainscourt
Main Street
Swords
Co. Dublin
Tel: 01-8905027
email: info@fingalcountychildcare.ie
Web: www.fingalcountychildcare.ie
CENSUS & ASSESSMENT OF CHILDCARE IN FINGAL

Fingal is one of the most rapidly developing counties in Ireland and it is important that the childcare needs of parents and children are taken into account while this development is happening.

The FCCC Census & Assessment of Childcare in Fingal was compiled both to assess the childcare situation in 2003 and also to act as a blue print for developments/initiatives introduced by FCCC to ensure that all future actions work towards the achievement of the FCCC’s strategic objectives. A copy of the Census can be obtained from FCCC @ 8905027 or from your local library.

This Census assesses all developments in childcare in Fingal since 1999 and analyses the adequacy of current childcare provision and quality in meeting the needs of an ever evolving society and it is an update of the 1999 National Childcare Census (ADM/DJLER)

The Equal Opportunities Childcare Programme has very specific criteria and one of these is the socio economic and demographic profile of the area including the location of the childcare services in terms of demographics e.g. population projections, age groups, labour market projections etc.

The FCCC Census provides a very comprehensive analysis of the socio economic demography of Fingal. It is a very functional tool for anyone aiming to set up a childcare service, in business planning and future development. The Census can be used not only by those intending to apply for funding under the Equal Opportunities Childcare Programme but also in compiling information to any of the financial institutions or enterprise bodies.

The FCCC staff have the expertise and skills in the preparation of a business plan, knowledge of the legal responsibilities and requirements and have links with state, statutory and voluntary/community sectors. Support and advice can be given to EOCP applicants in drawing up, preparing and submitting an application to EOCP and at post-approval stage.

Fingal County Childcare Committee wish you the best of luck in your venture and remember whatever the type of childcare service you are presently or intend providing, FCCC has the expertise available to support and advise you at all times.

FCCC CENSUS & ASSESSMENT OF CHILDCARE FACILITIES IN FINGAL COUNTY CONTAINS information and statistics that will be a valuable tool when carrying out research into Childcare facilities in Fingal.

To obtain a copy phone 8905027 or visit our website:
www.fingalcountychildcare.ie
10 FACTS FROM THE CENSUS

• Between 1996 and 2002, the population in Fingal County expanded by 17.1% to 196,413, making it the fastest growing county in Dublin and the 3rd fastest growing county nationally!

• By 2002 the 1999 National Childcare Census for Fingal population predictions for 2016 had already been exceeded!

• In the age group 25 – 44 the largest population increases were in both the male population by 22.7% to 32,280 and female population by 19.2% to 34,003 – this the age where 80.2% of all births occurred in 2003 showing a likely increase in demand for childcare in future years!

• Fingal has 36,819 families with young children!

• 17,069 children i.e. 62% are aged between 0 – 9 years of which 10,996 are under 4 years of age!

• Almost 30% of families have children of pre-school age!

• Fingal has a labour force participation rate of 98,448 people, which at 64.8% is higher than the national average of 58%!

• 43% of the Fingal workforce in 2002 were female – an increase of 241% over the previous 16 years!

• Female labour force participation grew by 12,337 to 42,164 between 1996 and 2002!

• 45% of Irish women with children under 3 years are in employment, compared with 32% in Austria and 25% in Japan!
Section One

PURPOSE OF THE MANUAL
SECTION ONE

THE PURPOSE OF THE MANUAL

The manual came about as a result of the advice and support being sought from us on what is involved in setting up a childcare service. Questions were being asked on the Health Board regulations, the 1996 Childcare Care Act, how to go about getting Planning Permission, how to apply for EOCP funding, how to improve the quality of a service, what training is needed and where training takes place.

WHY HAVE A MANUAL?

Developing any kind of business requires knowledge of your product, research & planning, marketing and set-up costs / on-going finances. In addition, operating a childcare business entails compliance with mandatory Health Board Regulations and Planning Authority Guidelines. The Manual is set out in a step by step manner and is made up of 8 sections that will provide you with information that will help you move from your initial idea through to the setting up of your service.

The 8 sections that we believe will be of benefit to are as follows:

1. PURPOSE OF THE MANUAL
2. TYPES OF CHILDCARE / QUALITY / PROGRAMMES OF ACTIVITIES & CURRICULUM
3. PLANNING YOUR SERVICE
4. MARKET RESEARCH
5. BUILD, RENOVATE, EQUIPMENT & MATERIALS
6. BUSINESS PLAN, LEGAL STRUCTURES, INSURANCE & FINANCES
7. EQUAL OPPORTUNITIES CHILDCARE PROGRAMME
8. POLICIES & PROCEDURES FOR CHILDCARE SERVICES

DISCLAIMER:

Every effort has been made to ensure that the information in this publication is accurate and up to date. No responsibility for any loss or distress occasioned to any person acting or refraining from acting as a result of material in this publication can be accepted by Fingal County Childcare Committee and/ or their representative servants of agents.
STEPS TO SUCCESS

Your aim will be to set up a childcare business that is commercially viable, one that complies with statutory requirements and one that meets the needs of the children and their parents alike. Attaining your goal will demand commitment and determination on your behalf. Success will be achieved through setting realistic targets and putting into practice the following 3 key principles of

- RESEARCH
- PLANNING
- MARKETING

At all times the primary objective in the provision of care should be the responsibility to the child and to ensuring that the children are cared for in a safe environment that focusses on the social, emotional and developmental needs of each child.

Use our expertise, it is readily available to you by phoning 01-8905027 - if we don’t know the answer we will find the people who do know!
Section Two

TYPES OF CHILDCARE, QUALITY, PROGRAMMES OF ACTIVITIES & CURRICULUM
SECTION TWO

TYPES OF CHILDCARE

The majority of formalised childcare provision is governed by The Child Care Act relating to childcare in the Republic of Ireland.

The Act sets out in Part VII the main provisions in relation to pre-school services. The main duties for Health Boards outlined in Part VII of the Act relate to the inspection of pre-school services in the Health Boards area and the provision of information on those services.

The Act obliges service providers to notify the Health Board of their service and as such, Health Boards also have the responsibility to receive those notifications.

A Pre-school Child is a child under 6 years of age who is not attending a national school or a school providing an educational programme similar to a national school.

A Pre-school Service is ‘any pre-school, playgroup, day nursery, crèche, day-care or other similar service which caters for pre-school children, including those grant-aided by the Health Service Executive.

For the purpose of implementing the Regulations, Pre-school services are divided into 4 categories:

1. Sessional / Part-time/ Playschool Care
   • Offer a planned programme to Pre-school children for a maximum period of 3.5hrs per session.
   • The maximum number of children in one room in a sessional group is 20.
   • A second adult should be present on the premises at all times.

2. Full Day Care
   • Offer a structured full day care for pre-school children for more than 3.5 hours.
   • It is recommended that the different age groups be accommodated in separate rooms in the interest of safety and developmental needs of children.
   • Sleeping arrangements will be required for children.
   • Nutritious food should be available for children.

3. Childminders
   • A service provided by persons in their own home
   • Childminders caring for more than 6 children must notify the Health Service Executive.
   • A single handed childminder should look after no more than six pre school children including their own and no more than three of the children should be less than one year of age.
   • Arrangements should be in place to have a second adult available in the event of an emergency.

4. Drop In Centres
   • This service offers short term facilities usually shopping centres, gyms, leisure centres to care for pre-school children while parents avail of the service within the complex.
5. Out of School/Afterschool Services

- Provide and take responsibility for children when they are not in the school setting, i.e., before school, after school and during school holidays. Out of School/Afterschool Services should operate on the basis of an agreement between parents/carers and staff with on-going structured links with local schools.

Other types of care currently not covered by the Regulations are:

- Childminding – Homebased care for less than 6 children
- Montessori – School Age children
- Before School Clubs
- Breakfast Clubs
- Out of School – School Holidays, Mid-Term breaks, In Service Training Days
- Afterschool

CHILDMINDERS

Since 2004 new supports were put in place for childminders through the appointment of Childminder Advisory Officers. There are currently 2 Childminder Advisory Officers servicing the Fingal area.

The role of these Childminder Advisory Officers is to support childminders by providing information, advice on grants, setting up and organising networking meetings and organising training for childminders.

Childminders’ Advisory Service can be contacted for the following areas:

COMMUNITY SERVICES - Area 6
Liz Butler, Health Service Executive, Rathdown Road, Cabra, Dublin 7
Phone: 8825174 or 086-8059323. Email: elizabeth.butler@mailc.hse.ie

COMMUNITY SERVICES - Area 8
Fingal County Childcare Committee, 23 Mainscourt, Main Street, Swords, Co. Dublin.
Phone: 8905027. Email: info@fingalcountychildcare.ie

Details of Health Service Executive Regulations & Supports, Childminder training and capital grants available for childminders can be found in the following sections:

see SECTION 2: TYPES OF CHILDCARE
see SECTION 3: PLANNING YOUR SERVICE
see SECTION 7: EQUAL OPPORTUNITIES CHILDCARE PROGRAMME
see also APPENDIX 1: ADVICE SHEET - HEALTH SERVICE EXECUTIVE – NORTHERN AREA
QUALITY

“… care and education are inextricably linked elements in a child’s holistic development. This reality must be reflected in the ethos and programme of all services…”

(National Childcare Strategy, 1999)

What is Quality? How is Quality defined?

There is no single definition of QUALITY. However, the importance to children’s development and learning is well established and firmly linked to the core principles of the service provided. Poor quality provision may be detrimental to children and even put them at risk.

The last decade has heralded enormous change in childcare practices and provision in Ireland. Recent national developments recognise the importance of Quality Early Childhood Care and Education and the need to develop structures to address quality issues.

The Childcare Regulations 1996 laid down minimum standards of provision and a system of registration for all childcare service providers. These Regulations are currently under review. The National Children’s Strategy 1999, a landmark document setting out Ireland’s vision for children, reported that “Achieving high quality childcare services is an integral part of the structure and implementation of the National Children’s Strategy”

The Department of Justice, Equality & Law Reform established a range of structures to ensure a co-ordinated approach to childcare services that include the Equal Opportunities Childcare Programme 2000-2006, 33 County/City Childcare Committees and 8 National Voluntary Childcare Organisations (NVCO’s) to support ongoing development of quality childcare provision.

The 33 City/County Childcare Committees and the 8 NVCO’s are funded under EOCP to target quality improvement and strategic initiatives to implement Strategic Plans, which impact on the EOCP objectives.

The Centre for Early Childhood Development and Education - CECDE was established in October 2002, at the behest of the then Minister for Education and Science and the Centre was then set up jointly by the Dublin Institute of Technology and St. Patrick’s College, Drumcondra. The CECDE will develop standards and guidelines in areas of early childhood development and education including equipment and materials, staff and qualifications, curriculum and methodology and parental involvement.

Quality early educational and care experiences provide not just a root for lifelong learning, but are valued as essential responses to children’s needs and rights. Below are listed the core areas in which a service can aspire to attaining the highest possible quality standards:

1. Management of the service
2. Staffing of the service
3. Physical environment
4. Activities and Programmes for Children
5. Partnership with Families
6. Health, Safety and Hygiene
7. Food and Nutrition
8. Policies and Procedures
The various sections in this booklet deal with each of these core areas. Some sections are devoted to legislation such as Health Board Regulations, Health & Safety and Planning Permission. Other sections focus on good practice - all sections promote high quality childcare provision.

Several of the NVCO’S provide quality training and mentoring programmes e.g. IPPA offer the QUALITY IMPROVEMENT PROGRAMME, NCNA offer the CENTRE OF EXCELLENCE PROGRAMME and BCCN (Border Counties Childcare Network) offer a QUALITY ASSURANCE PROGRAMME. Each of these programmes promotes good practice and high standards of care. In 2004, Fingal County Childcare Committee, subsidised 8 childcare providers in Fingal to participate in the IPPA Quality Improvement Programme and a further 10 services will be subsidised during 2005.

Quality not only influences physical environment but also influences good management practice, trained staff, ongoing training, service development, service systems, policies and procedures and partnership with parents. Throughout this manual the ethos of high quality childcare provision is continually referred to.

See SECTION 8: POLICIES & PROCEDURES IN A CHILDCARE SETTING
See APPENDIX 1: ADVICE SHEET – HEALTH SERVICE EXECUTIVE- NORTHERN AREA
See APPENDIX 5: NATIONAL FRAMEWORK FOR QUALIFICATIONS
See APPENDIX 6: CAREER PATH & QUALIFICATIONS FOR CHILDCARE WORKERS & PROFESSIONALS

FCCC actively encourages all childcare providers to regularly review their practices to ensure that high quality care is achieved, to seek advice from the NVCO’s and to participate on one of the above Quality Improvement/Assurance Programmes.

Further information is available on the above Quality Improvement/Assurance Programmes from FCCC @ 01-8905027; IPPA @ 01- 4630027; NCNA @ 01-4630010 or BCCN @ 074-9138916

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**RECOMMENDED READING**

**Supporting Quality – Guidelines for Best Practice in Early Childhood Services - Barnardos - Geraldine French 2000**

**Quality Childcare in the Workplace – a step by step guide for employers - Barnardos - Angela Canavan 2000**

**Quality – A Discussion Paper – IPPA - The Early Childhood Organisation**

**Towards Quality Daycare – Minimum Quality Standards in a Nursery – NCNA 2003**

– Mary Byrne, Angela Canavan, Marie Egan-Cowman

**Good Practice – Self Assessment Manual - NCNA 2000**

A Personal Resource Manual for Childcare Providers

**Quality Childcare & Lifelong Learning – Department of Justice, Equality & Law Reform 2002**

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1 Barnardo’s, IPPA – the Early Education Organisation, Childminding Ireland, National Children’s Nurseries Association, Irish Steiner, Kindergarten Association, Forbairt Naoinrai Teo, Children in Hospital Ireland and St. Nicholas Montessori Society of Ireland.
PROGRAMME OF ACTIVITIES & CURRICULUM

When you are considering which type of childcare service you will provide, you should also consider the activities and programmes that you will organise for the children.

It is recommended that you offer activities that will be stimulating for the children and suitable for different age groupings including a recognised curriculum, indoor and outdoor play environment, anti-bias curriculum, respect for diversity and developmental appropriate programmes for all ages.

There is a diverse range of educational methods that can be offered in a childcare setting and the most frequently used methods in Ireland are:

- **Playgroup** - The emphasis is on play with the development of the child in mind.
- **Sessional Services** – Offer a planned programme on a regular basis for up to 3.5 hours.
- **Pre-School Services** – Any pre-school, playgroup, Montessori, Steiner, crèche or similar service.
- **Naoinrai** – A playgroup conducted through Irish.
- **Montessori** – A developmental child centred approach to the education of children founded by Dr. Maria Montessori.
- **High/Scope** – Is an approach to early childhood care and education which is being shaped and developed by research and practice over a forty year period.
- **Steiner Waldorf** – Is a pre-school with a developmental approach which is holistic and child centred.
- **Childminder** – Is caring for a small mixed age group of children in their own or the minder’s home.
- **School Age Childcare/After School/Out of School** – Takes responsibility for children when they are not at school.

Each method is focused on meeting the developmental and educational needs of the children in a positive and caring way that encourages competence, confidence and creativity.

Further information on each of the aforementioned teaching methods and how to access training can be obtained by getting in touch with the relevant organisation - Contact details are available in USEFUL CONTACTS section at the back of the manual.

You can also contact the staff of FCCC @ 8905027 or call to the office in 23 Mainscourt, Main Street, Swords.

An extensive range of NVCO and other childcare related reading material is available in our Library which is open each Thursday from 10am to 4pm, a listing of all library material is available on our web-site: www.fingalcountychildcare.ie

See APPENDIX 5: NATIONAL FRAMEWORK OF QUALIFICATIONS
See APPENDIX 6: CAREER PATH & QUALIFICATIONS FOR THE CHILDCARE SECTOR

**RECOMMENDED READING**

- Supporting Learning in Early Childhood Through a Play Curriculum – IPPA 2004
- Power of Play – a Play Curriculum in Action – IPPA 2004
Section Three

PLANNING YOUR SERVICE - WHAT YOU NEED TO KNOW?
SECTION THREE

PLANNING YOUR SERVICE – WHAT YOU NEED TO KNOW

When planning, designing, renovating or extending a new or existing childcare facility, careful thought has to be given to ensuring that the proposal complies with current statutory requirements. All new buildings, change of use and material alterations and extension must comply with the building regulations and some will require a Fire Safety Certificate. Pre-school services catering for more than 6 children must comply with the 1996 Childcare (pre-school) Regulations.

Before you proceed with construction work or renovations it is advisable that you contact the Planning Department, as planning permission may be required. Similarly contact should be made with the Health Service Executive – Northern Area Pre-school Officer for your area to discuss the Childcare (Pre-school Services) Regulations 1996.

Consulting with the following professionals at planning stage is recommended:

1. Architect
2. Planning Officer
3. Pre-school Officer
4. Childcare Committee

To assist you in ensuring that your proposed service is in compliance with statutory requirements the following appendices have been included in the manual for your assistance. However, availing of the expertise of the Planning and Health authorities for your area, consulting with the Childcare Committee and if necessary, engaging the services of an architect, is advised.

see Appendix 1: Advice Sheet - Health Service Executive - Northern Area
see Appendix 2: Planning Permission
see Appendix 3: Fire Safety Guidelines & Fire Certification
see Appendix 4: Rates
see Useful Contacts: (at back of manual) for phone numbers and contact details of the above named organisations
Section Four

MARKET RESEARCH
MARKET RESEARCH

Whether your idea is to provide a childcare service from your own home as a childminder or as a service that requires a specific type of premises, staff etc to meet Health Board regulations you should carry out market research. Market research is the first step in the process of setting up a business.

The information you gather during your market research is vital in enabling you to put together a realistic business plan. What you want the research to indicate is whether or not you are likely to be able to sell your service to enough people at a price to make a profit.

Needs Analysis

To assist you in carrying out market research the following are some ideas on how to establish the type of childcare most needed in your area and how to go about obtaining that information.

Some ideas on gathering information:

- Compile and circulate a questionnaire for parents – full day care/out of schools
- Check the parish register for births, local primary schools for enrolments
- Note in schoolbags or notice board in schools/colleges
- Visit other childcare providers in the area
- Advertise in the local paper, parish newsletter, local shop/supermarket etc.
- Check Fingal County Development Plan for any new housing/business developments
- Check local Newsletters/Newspapers
- Call a meeting of parents and find out what their needs are
- Refer to National Childcare Census 2000 – copy available in Fingal County Childcare Committee Office or at your local Library

Consultation – Who & When

It is very important that when carrying out your market research that you also consult with other childcare providers in the area. This will advise on the type of childcare currently being provided, operational hours, fees being charged etc. Meeting with other providers will give you the opportunity to build up a relationship with your peers thus avoiding competition, discouraging displacement of an existing service and avoiding duplication in provision.

It is highly recommended that you contact local organisations and agencies that have already accumulated significant knowledge of the childcare needs in Fingal. These are listed below along with some national bodies that can support and advice you when you are carrying out your market research:
Marketing Your Service

So you’ve done all the background research, you have found out that there is a demand for more childcare places and what type of childcare is most needed in your area. You have consulted with the planning authorities, the Health Service Executive and the Childcare Committee and you’re going ahead with setting up your new/improved service. So what’s the next step - MARKETING YOUR SERVICE - and it’s never too early to start marketing your service.

There’s no point in having done all the background work, securing the finances and going full steam ahead for opening day without having a guaranteed client base and knowing that all your childcare places are filled.

Marketing your service will always be a challenge to you at start-up stage and for the future. You are always going to have to respond to the ever-changing needs of parents simply because working hours for parents have changed i.e. shorter working weeks, shift work, term time working only. Similarly with the development of new housing estates that would tend to have more babies, toddlers and pre-schoolers, the demand for places in the area will reflect the age of the children. However, as the children get older the demand for childcare places may move to more after-school and out of term childcare required by parents.
So what will make your service more attractive to parents? (and always think from the parents perspective). What is special or different about your service? Are you offering a service that no one else in the area is offering?

How is your area developing? What new housing, commercial or industrial facilities are planned for your area? Are you near schools or colleges? Is your service located on or near a main corridor road? Will all your staff be appropriately trained in childcare? Is your premises disability friendly? Do you have a distinctive outdoor play area? Have you a recognised quality mark?

Always advertise the benefits of your service and always remain credible and trustworthy. Advertising and promoting your service will be central to the ongoing success of your childcare business. There are several different ways of advertising and promoting your service including the following:

- Local newspapers
- Posters in shops, schools, libraries, supermarkets, post office etc.
- Door to door leaflet distribution
- Leaflet in school bags
- Internet
- Email
- Signboards
- Front window display
- Radio

Using all or some of the above methods of promoting and advertising your service will be your choice -

**Maximising your opportunities and maximising the uniqueness of your service should be without question**

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**RECOMMENDED READING**

- **Start Your Own Business - A Workbook** – Ron Immick & Brian O’Kane for Department of Enterprise, Trade and Employment 2001


- **Planning for Success - A Planning Workbook - Start-Ups** – Ron Immick & Brian O’Kane for CIPS (Oak Tree Press)
Section Five

BUILD, RENOVATE,
EQUIPMENT & MATERIALS
SECTION FIVE

BUILD, RENOVATE, EQUIPMENT & MATERIALS

Building & Renovating

When you have decided the type of childcare service you will provide and before you proceed with any building or renovating work, it is important that you consult with the local Health Service Executive Pre-school Services Officer, Fingal County Council Planning Department and Fingal County Childcare Committee.

The Health Service Executive Pre-school Services Officer will provide you with the Health Board Regulations that clearly outline the criteria for the different types of care i.e. full day care, sessional care, childminding etc. - see SECTION 3: PLANNING YOUR SERVICE WHAT YOU NEED TO KNOW? for contact details.

Fingal County Council Planning Department will advise you if you need to apply for planning permission, change of use and of the planning processes and procedures. You must be aware that in establishing a business you become liable for County Council commercial rates – details can be obtained from Fingal County Council Rates Department at 01-8905300.

The Childcare Facilities Guidelines for Planning Authorities published by The Department of Environment and Local Government (2001) emphasise the role of planning in the promotion of increased childcare provision. These guidelines encourage the provision of childcare facilities in appropriate locations including residential areas, city and town centres, district and neighbourhood centres and areas of employment.

Generally, planning permission is required for the development of any childcare facility except for the use of a house for childminding. Childminding is defined as “the activity of minding no more than six children, including children of the person minding, in the house of that person for profit or gain” (Planning and Development Regulations 2001, S.I. 600).

A full set of architect’s plans is required when applying for planning permission. If you require information or advice in choosing an architect consult the Royal Institute of the Architects of Ireland, Merrion Square, Dublin 2 Tel: 01-6761703 or www. riai.ie or consult the Golden Pages.

Equipment & Materials

Having consulted with all of the relevant agencies and decided on the design and layout of the facility, you should now start looking at the fit out costs in relation to childcare equipment and materials and office equipment and materials.

Your architect will have prepared a bill of quantities for the construction costs including the permanent fixtures and fittings e.g. sanitary ware, fitted kitchen, interior floor covering, external landscaping and play area(s), external fencing, security system etc.,
It is good practice to shop around and obtain 3 quotations from registered builders and suppliers especially if you intend applying for funding under Equal Opportunities Childcare Programme when you will be required to provide quotes for item(s) costing more than €1,200.

**EXAMPLE of 3 quotations:**

<table>
<thead>
<tr>
<th>No</th>
<th>ITEM</th>
<th>QUOTE 1</th>
<th>Total €</th>
<th>QUOTE 2</th>
<th>Total €</th>
<th>QUOTE 3</th>
<th>Total €</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Cots</td>
<td>Argos</td>
<td>400</td>
<td>Roches Stores</td>
<td>320</td>
<td>Tony Kealy</td>
<td>360</td>
</tr>
<tr>
<td>2</td>
<td>Wooden Safety Gates</td>
<td>Tony Kealy</td>
<td>89.98</td>
<td>Smyths</td>
<td>99.98</td>
<td>Mothercare</td>
<td>99.98</td>
</tr>
<tr>
<td>4</td>
<td>Round Tables</td>
<td>Clever Kids</td>
<td>1,000</td>
<td>Argos</td>
<td>800</td>
<td>Smyths</td>
<td>850</td>
</tr>
<tr>
<td>1</td>
<td>Filing Cabinet</td>
<td>Viking Direct</td>
<td>200</td>
<td>M.A.Watson</td>
<td>250</td>
<td>JK Office Supplies</td>
<td>230</td>
</tr>
<tr>
<td>1</td>
<td>Computer</td>
<td>ESB</td>
<td>1,000</td>
<td>Powercity</td>
<td>850</td>
<td>DID</td>
<td>950</td>
</tr>
<tr>
<td>1</td>
<td>Desk &amp; Chair</td>
<td>Computer City</td>
<td>750</td>
<td>JK Offices</td>
<td>500</td>
<td>AA Office</td>
<td>600</td>
</tr>
<tr>
<td>1</td>
<td>Computer Desk</td>
<td>M.A.Watson</td>
<td>150</td>
<td>Viking Direct</td>
<td>100</td>
<td>AA Office</td>
<td>140</td>
</tr>
</tbody>
</table>

It is important to note that the terms and conditions of E.O.C.P. (Department of Justice, Equality & Law Reform) clearly state that “contracts signed, invoices or certified payments carried out before the applicant is notified of the Department’s decision will be normally deemed ineligible”

An additional requirement is the requirement to submit a current Tax Clearance certificates as follows:

(a) The applicant applying for funding
(b) Each contractor employed on the grant aided work
(c) CHY (Charitable Status) number is acceptable
(d) TCC or Charitable status number must be current

The EOCP grant offer insists that construction/renovation work must commence within one year from grant approval date - Failure to do so may result in the grant offer being withdrawn. Work must be completed within three years.

Full details of the criteria and guidelines pertaining to E.O.C.P. capital funding can be obtained from any of the following:

1. Fingal County Childcare Committee
   23 Mainscourt, Main Street, Swords.
   Tel: 01-8905027. www.fingalcountychildcare.ie

2. Area Development Management Ltd
   Childcare Section, Holbrook House,
   Holles Street, Dublin 2.
   Tel: 01-244700. website www.adm.ie childcare

3. Childcare Directorate
   Department of Justice, Equality and Law Reform,
   3rd Floor, 72-76 St Stephen's Green, Dublin 2.
   Lo-call: 1890 20 90 30. E-mail: childcare.mail@justice.ie
see Appendix 1: Advice Sheet - Health Service Executive - Northern Area
see Appendix 2: Planning Permission
see Appendix 3: Fire Safety Guidelines & Fire Certification
see Appendix 4: Rates
see Useful Contacts: (at back of manual) for phone numbers and contact details of the above named organisations

RECOMMENDED READING

Childcare (Pre-school Services) Regulations 1996/1997
Childcare Facilities Guidelines for Planning Authorities (2001) - Department of Environment & Local Government

We Like This Place – Guidelines for Best Practice in the Design of Childcare Facilities - NCNA 2002.
This publication is available for review in the Fingal County Childcare Committee Offices. Alternatively you can contact NCNA @ 01-5656564 or ADM, Childcare Section @ 01-2400600 or www.adm.ie - Childcare Section
Section Six

BUSINESS PLAN, LEGAL STRUCTURE, FINANCES
Applying for funding or indeed securing a bank loan requires the applicant to have some level of business know-how to enable them to produce a BUSINESS PLAN for submission to finance agencies or support bodies.

“To start a business you need insight – insight into the market and its possibilities, the feasibility of your plans, and the goals of the business. It is a truism that failed businesses did not plan to fail, but failed to plan” ……

PLANNING FOR SUCCESS – A BUSINESS PLANNING WORKBOOK FOR START-UPS
by Ron Immink & Brian O’Kane (Oak Tree Press)

Business Plan

Your BUSINESS PLAN is the why’s and how’s of your venture, its is the basis of how your service will operate and it can be given to the various enterprise agencies, financial bodies or funders when applying for support. To ensure that your PLAN is reflective of your proposed new business you must first explore all aspects of the business e.g. client need, research, marketing, finance etc.,

Indeed when preparing the PLAN you may be faced with changing your original idea but the finished PLAN will keep you focussed at the set up stage and ultimately it can be used as a tool to measure how your business is progressing and growing.

A good BUSINESS PLAN contains the following three key ingredients

RESEARCH – PLANNING – MARKETING

Know your product, who your client group are, what are their needs and having the start-up finance and ongoing resources are the main components to any successful business and these are achieved through by asking yourself the following questions

Do you know your client group and what are their needs?
Will you be the only one providing the service and if not who are the others?
What do you intend charging for your service and will your clients pay that?
Is your service worthwhile and how?
How are you going to sell your service?
Have you got suitable premises?
Are you trained to provide that service?
What income will you get from the business?
What finances and other resources do you need to start up?
How will you sustain your business?
Are you being true to yourself?
Successful business planning will trigger you to ask yourself the following:

- What is my experience, skills and motivation?
- What are the legal/formal requirements?
- How do I ascertain the need for my service?
- How can I sell my service?
- What should I put in a Business Plan?
- What finances do I have to start up and future costs?
- What income and personal expenses must I take account of?
- What is the weekly/monthly Cash Flow?
- How do I monitor progress and growth?

### PREPARING AND DRAWING UP THE BUSINESS PLAN

Business Plans can also be called Strategic or Development Plans. The important factors of any plan is that you outline your idea, give details of your expertise, the location of your service, your market research, current and future finances, future development of the service, review, monitoring and evaluation.

The Plan should be set out in the following five sections:

<table>
<thead>
<tr>
<th>Executive Summary</th>
<th>Is a synopsis of the detailed plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Expertise</td>
<td>This section is all about your experience, skills, qualifications, expertise</td>
</tr>
<tr>
<td>Service Plan</td>
<td>Details the type of service, premises, location, set up and running costs, equipment, staff etc.,</td>
</tr>
<tr>
<td>Needs Analysis</td>
<td>Will show the need for your service, how you established this need, how you will promote your service, who your competitors are, who you consulted with, how your service will not duplicate or displace existing services</td>
</tr>
<tr>
<td>Financial Plan</td>
<td>Finance is the lifeblood of any business and you must get this right at the start. The financial plan will show the projected income and expenditure over a specified period i.e. 3 – 5 years. It will also show your Profit/Loss, Cash flow forecasts that must be based on realistic income over that period. You must be showing that your service is sustainable.</td>
</tr>
</tbody>
</table>

The plan details the idea behind the business and how the idea will be turned into reality. Anyone should be able to read the plan and know exactly what it is you are trying to do and how you plan to do it.

Preparing and drawing up the business plan is necessary for you to think through your service and how the service will develop in a logical and meaningful way. There is no doubt that in preparing the business plan issues may arise that you had not thought of but this will be the opportunity to address these. The plan will also be the benchmark by which you can monitor how the business is progressing.

It is also advisable that you draw up a detailed 12 monthly Budget (Income & Expenditure) Plan that will assist you in forward planning and therefore defer any unplanned situations.

And remember that business success is based on fulfilling peoples needs or their perceived needs.

**see APPENDIX 8:** 3-YEAR FINANCIAL PROJECTION PLAN
LEGAL STRUCTURE

Consideration should be given to the legal structure suitable for the type of childcare service planned as there are different risks and liabilities associated with each structure - See Section 4 – Planning your Service for further information on legal structures. There are three formal structures:

SOLE TRADER
This is a business owned and run by one person. An advantage of being a sole trader is that apart from normal tax returns, which every taxable person must make, a sole trader is not required to make public any information about the business. Registration with the Register of Business Names is optional – contact Companies Registration Office at Ph: 01 8045200 or www.cro.ie

PARTNER IN A PARTNERSHIP
The partnership structure is similar to the sole trader model with two or more people coming together in a business relationship. Up to twenty people can be partners each contributing capital to the business. Although there is no legal requirement business partnerships often start with the writing of a formal agreement, A Deed of Partnership, which sets out in a legal contract the workings of the company, the profit sharing arrangements and stipulations for resignation, retirement and death.

SHAREHOLDER IN A LIMITED COMPANY
This is a legal entity in its own rights, separate from its owners who are the shareholders, and from its directors who run the business. The owners are free from personal responsibility for the debts of a limited company – they are liable only to lose the share capital that they invested in the business. The shareholders are only liable, in the event, of the business becoming unable to pay its debts, for any amount outstanding on their subscribed shareholdings. For further information on setting up a limited company contact the Companies Registration Office at Phone: 01 8045200 or www.cro.ie or Fingal County Enterprise Board at Phone: 01-8900800. If you are considering setting up as a limited company you should take advise from a solicitor and/or an accountant as directors of limited companies now take on huge responsibilities under company law.

DEVELOP YOUR CHILDCARE BUSINESS TRAINING PROGRAMMES

FINGAL COUNTY CHILDCARE COMMITTEE runs training courses for anyone interested in developing a childcare business. Contact Fingal County Childcare Committee at 01-8905027 for further information or visit our website: www.fingalcountychildcare.ie

FINGAL COUNTY ENTERPRISE BOARD provides a range of programmes and assistance geared to the specific needs of small business owners/managers and those considering starting a business. For further information, contact the Enterprise Board at 01-8900800 or see their website: www.fingalceb.ie
A broad range of information, advice, support and publications to assist you developing your service is available from the following organisations:

**NATIONAL CHILDREN’S RESOURCE CENTRE** – Barnardo’s Christchurch Square, Dublin 8. Ph: 01 4549699 or www.barnardos.ie

**IPPA** - The Early Childhood Organisation
Unit 4, Broomhill Business Complex, Broomhill Road, Tallaght, Dublin 24.
Ph: 01 4630010 or www.ippa.ie

**NATIONAL CHILDREN’S NURSERIES ASSOCIATION (NCNA)**
Unit 12c, Bluebell Business Park, Old Naas Road, Bluebell, Dublin 12.
Tel: 01 460 1138 or www.ncna.net

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**INSURANCE**

**Why have Insurance?**
Your business, your staff and your clients will be valuable to you and despite your best efforts accidents can happen. People or property could be injured or damaged as a result of an accident and it is your responsibility to ensure that you have taken out the correct insurance for the type of service you are proposing to set up.

**What is Insurance?**
Insurance is a service people can purchase that compensates them for a financial loss. It is part of the operating of most businesses and may constitute a large cost to the business. In return for payment of a premium an insurance company promises to pay compensation should financial loss occur.

**Risks are insurable when:**
- The person or business taking out insurance gains from the existence and suffers loss from the item insured.
- The loss is accidental.
- The risk is one of many similar being insured.
- The possible loss is not so big that it would ruin the insurance company.

**PRINCIPLES OF INSURANCE**

Insurance is governed by three principles:
1. Insurable Interest – A person who wishes to take out insurance must gain from the existence of what is being insured and suffer from its loss.
2. Utmost Good Faith – A person applying for insurance must always answer all questions asked truthfully. Failure to do so will make the insurance cover null and void.
3. Indemnity – An insured person cannot gain from insurance i.e. insurance can at best put an insured person in the same financial position as they were prior to a loss occurring.
TYPES OF INSURANCE

- Fire Insurance
- Theft Insurance
- Product Liability (protection against faulty products)
- Employers Liability (protection against claims by employees)
- Public liability (protection against claims by members of the public)
- Motor Insurance
- Property Insurance

When taking out insurance a Proposal Form has to be completed. The insurance premium has to be calculated. Loadings i.e. the factors that increase the risks insured, may increase the size of the insurance premium to be charged and Deductions i.e. the factors that reduce the risk insured, decrease the size of the insurance premium.

RECOMMENDED READING

Starting Your Own Business – a Workbook -
Ron Immink & Brian O’Kane for Department of Enterprise, Trade & Employment 2001

Applying the Rules of Business – A Guide to Starting a Business -
Ron Immink & Brian O’Kane for CIPS (Oak Tree Press)

Planning For Success – A Planning Workbook -
Start-Ups by Ron Immink & Brian O’Kane for CIPS (Oak Tree Press)
Section Seven

EQUAL OPPORTUNITIES CHILDCARE PROGRAMME - EOCP
SECTION SEVEN

EQUAL OPPORTUNITIES CHILDCARE PROGRAMME

The Department of Justice, Equality & Law Reform introduced the Equal Opportunities Childcare Programme 2000 – 2006 to fund the development of childcare in Ireland. The main objectives of the Programme are:

- To improve the quality of childcare in Ireland
- To increase the number of childcare facilities and childcare places
- To introduce a co-ordinated approach to the delivery of childcare services.

TYPES OF GRANTS

There are grants available for private, community and childminders as follows:

PRIVATE PROVIDERS
Capital grants to support self-employed providers establish/upgrade childcare facilities including childcare equipment and materials. The maximum available is €50,790 with a 35% contribution by the provider.

COMMUNITY PROVIDERS
Capital grants are available to build, renovate/upgrade facilities for community based/not for profit groups. There is no ceiling on this grant.

Staffing funding is also available to support community/not for profit groups as a contribution towards staffing costs.

CHILDMINDERS
Small capital grants are available to childminders who are or intend to offer a service in their own home. This grant is for the purchase of small items that will enhance safety and the quality of care.

WHO CAN APPLY?
Capital applications will be considered from the community and private sector to support and facilitate the establishment, renovation upgrading and/or equipping of childcare facilities.

Staffing applications are available to the community/not for profit sector as a contribution towards salary costs to enhance the quality of staffing structures, to increase or maintain childcare places, to enable childcare projects engage in long term planning and move towards sustainability.

Childminder Development Grants are designed to assist Childminders to enhance safety/quality through the purchase of small capital items, equipment, toys or minor adaptation costs. Childminder Development grants are administered through County/City Childcare Committees.
EOCP GRANTS CRITERIA

All applications to EOCP must

- Be directly related to the development and provision of childcare facilities.
- Demonstrate that the applicant/project is sustainable and that there are sufficient resources to meet the running and maintenance costs of the project for a reasonable period after completion.

The eligibility criteria of EOCP is very specific

- To enable parents access education, training or employment opportunities
- To increase the number of childcare places
- To enhance the quality of childcare provision

In order to apply for EOCP funding you must first establish which category your service falls into.

If you have any queries regarding which category you should apply under please contact Fingal County Childcare Committee at 01-8905027 and arrange to meet with a Development Officer who will assist and support you at all times in preparing and submitting an application.

PRIVATE PROVIDERS

CAPITAL GRANT €50,790 MAXIMUM

This grants was introduced to support self-employed providers establish and/or upgrade childcare facilities and includes the purchase of childcare equipment and materials. The maximum grant that will be awarded to any one provider is €50,790, which equals to a 65% contribution; the provider must match that with the 35% balance and you will be required to provide evidence of the 35% matching funding.

The capital grant can be used towards construction of a new building, to renovate or extend existing premises and to purchase childcare related equipment and materials. It can be used solely for the purchase of childcare related equipment and materials.

If necessary, evidence of planning permission/planning application will have to be provided. In order to establish if planning permission is required you will first have to contact the Planning Department, Fingal County Council, Main Street, Swords.

If you are an existing provider your service must be notified to the Health Service Executive and the most recent Health Service Executive inspection report must be submitted with the application for funding. If you are a new provider you must consult with the relevant Pre-School Officer for your area and provide your Health Service Executive inspection report when you service is opened.

A current Tax Clearance Certificate and/or Employer Registration number must be supplied.

3 official quotes from registered builders or suppliers will be required for item(s) greater than €1,200. Quotes must be supplied on official headed paper with VAT registration number.

The grant cannot be used for planning permission and related fees including fire safety certificate. Architects/professional fees etc., are also excluded under the grant.

Any contracts entered into or invoices paid prior to receiving grant approval from the Department of Justice, Equality & Law Reform will be deemed ineligible.

Ongoing running costs, staffing costs, consumables etc. is not eligible under capital funding.

Almost €2,000,000 in capital grants have been approved for private childcare providers in Fingal since the start of the Equal Opportunities Childcare Programme!
COMMUNITY / NOT FOR PROFIT

Capital grants are available to build, renovate/upgrade facilities for community based/not for profit groups. There is no ceiling on the amount of capital funding that can be applied for under this grant. However, priority will be given to applications from projects that demonstrate a focus on designated areas of disadvantage.

What is eligible?

- A project must be directly related to the provision of childcare facilities, be capable of completion within 3 years
- The project must be of capital nature i.e. expenditure on the purchase, improvement or construction of an asset and includes the purchase of permanently based childcare equipment (e.g. fixtures and fittings)

Staffing Funding is also available to support community/not for profit groups as a contribution towards staffing costs.

The focus of this funding is to

- assist community based/not for profit childcare services to enhance the quality of the staffing structure,
- assist childcare services to increase and/or maintain childcare places
- enable community childcare projects to engage in long term strategic planning
- enable community projects enter into contracts and ascertain other mechanisms for sustainability

NEW APPLICANTS

Funding may be provided for up to a 3-year period as a contribution towards overall salary costs. A staffing grant allocation for 1, 2 or 3 year period may be subject to particular targets being achieved by the project over a specified period, the terms and conditions of which will be outlined in the letter of offer and subsequent contract.

EXISTING BENEFICIARIES

Following a detailed review of the staffing grants under the Equal Opportunities Childcare Programme, existing beneficiaries of the staffing grant will have their funding extended to the end of December 2007. The extension of funding is conditional on projects continuing to meet the objectives of the Equal Opportunities Childcare Programme and the conditions set down in contracts. Particular attention is to be paid to continuation and strengthening of the following:

- Strong focus on disadvantage
- Development of a tiered fee that is tailored to the different economic circumstances of parents and that ensures that childcare places subsidised by EOCP are targeted towards those most in need
- Service operating hours and weeks which facilitate parents to access employment, education and training
- Full compliance with the target levels set down under the terms of the current grant
- Full compliance with all reporting requirements set down under EOCP in a timely and efficient manner
EXPAND — UPGRADE — INCREASE

These are the mains aims of the funding for community based childcare facilities. Particular consideration is given to projects in designated disadvantaged areas. To find out where these areas are in Fingal please contact the Childcare Committee at 01-8905027.

Community based childcare services in disadvantaged areas should be aspiring to meet the social inclusion 3R’s proofing method as follows:

**REPRESENTATION?** Questions regarding representation will show if effective consultation has occurred with the beneficiaries of the service

**RESOURCES?** Questions regarding resources will show if sufficient funds are available to deliver the service

**REALITY?** Questions about the reality of the service and how it will change anything for the target group

The FCCC staff have the experience and skills to advise and provide individual and group support in the pre-planning, preparation and completion of an application for CHILDMINDERS DEVELOPMENT GRANTS and applications to THE EQUAL OPPORTUNITIES CHILDCARE PROGRAMME. Information and supports on other possible sources of funding or non-financial supports can also be discussed.

see **APPENDIX 7**: EOCP CAPITAL WORK PLAN

see **APPENDIX 8**: 3-YEAR PROJECTED INCOME & EXPENDITURE

see **APPENDIX 9**: EOCP STAFFING WORK PLAN (COMMUNITY PROVIDERS ONLY)

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**RECOMMENDED READING**

Childcare Management Committee Guidelines – Dublin City Childcare Committee, Oct 2004

Committee Support Pack – IPPA Oct 2004

Handbook for Committees – IPPA

New Service Start Up Pack – IPPA

Committee Support Pack - IPPA
What Makes a Good Application

EOCP Capital and Staffing application forms are divided into two separate sections – both of which must be completed in full.

<table>
<thead>
<tr>
<th>Part 1 = Current Service (if applicable)</th>
<th>Part 2 = Proposed New Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Committee</td>
<td>What is the funding being sought for?</td>
</tr>
<tr>
<td>Mission, objectives, aims of service</td>
<td>Benefits of the service to local area</td>
</tr>
<tr>
<td>Current service</td>
<td>Focus on disadvantage</td>
</tr>
<tr>
<td>Number of childcare places</td>
<td>Linkages/consultation</td>
</tr>
<tr>
<td>Opening hours per day</td>
<td>Duplication or displacement</td>
</tr>
<tr>
<td>Operating days per week &amp; weeks per year</td>
<td>How will the service enable parents access opportunities</td>
</tr>
<tr>
<td>Numbers on waiting list</td>
<td>Future impact i.e. extra hours, days, childcare places, places for special needs/ethnic diversity</td>
</tr>
<tr>
<td>Staff numbers and qualifications</td>
<td>Future Staffing Levels and qualifications</td>
</tr>
<tr>
<td>Current Running costs</td>
<td></td>
</tr>
</tbody>
</table>

✔ Good Application
✔ Answering all of the questions accurately and honestly
✔ Evidence of research, benefits to local area
✔ Evidence of Supply v Demand
✔ Consulting/linking with Health Board, local providers, Childcare Committee, NVCO’s, County Council etc.,
✔ Level of disadvantage (if applicable)
✔ 3 Quotations from registered suppliers
✔ Financial projections

✗ Bad Application
✗ Incomplete answers or not answered at all
✗ No research provided
✗ No evidence of need
✗ No consultation
✗ No capacity to manage project
✗ No knowledge of childcare

Remember – it makes it very difficult for EOCP to approve funding if an application form is not completed; if the request for funding is not realistic or if the application does not meet the criteria of the Programme. Fingal County Childcare Committee staff has the expertise to support you – Phone 01-8905027.
**CHILDMINDERS**

**SMALL CAPITAL GRANTS**

Small capital grants are available to childminders who are or intend to offer a service in their own home. This grant is for the purchase of small items that will enhance safety and the quality of care.

All applicants for a Childminders Grant must be committed to maintaining / improving the quality of their childminding service and, except where they are already notified as childcare providers to the Health Service Executive, will be required to participate in free QUALITY AWARENESS TRAINING PROGRAMME – as detailed below.

The Childminders Development Grant is designed to assist Childminders, already providing a Childminding service in their own homes, to enhance safety/quality in the service through the purchase of small capital items, equipment, toys or minor adaptation costs. It may also give financial assistance to new or prospective Childminders with their initial set up costs.

The maximum grant available to a Childminder who fully meets the criteria of the scheme is €630, which is 90% of total expenditure i.e. you must spend €700 to claim back €630.

Examples of what the CHILDMINDERS DEVELOPMENT GRANT can be used for

<table>
<thead>
<tr>
<th>Fire Extinguisher</th>
<th>Smoke &amp; Carbon Monoxide Alarms</th>
<th>First Aid Kit</th>
<th>Socket Covers</th>
<th>Cot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandpit &amp; Cover</td>
<td>Fireguard (Spark &amp; Nursery)</td>
<td>Gates</td>
<td>Stair Changing Unit</td>
<td>Car Seat</td>
</tr>
<tr>
<td>Socket Covers</td>
<td>Anti-slam devices for doors &amp; gates</td>
<td>Slide</td>
<td>Cupboard Locks</td>
<td>Games</td>
</tr>
<tr>
<td>Pram / Buggy</td>
<td>Potty/Toilet Seat</td>
<td>Safety Reins</td>
<td>Safer surfaces</td>
<td>Toys</td>
</tr>
<tr>
<td>Art Materials</td>
<td>Radiator Cover</td>
<td>Jigsaws</td>
<td>Highchair</td>
<td>Bike/Trike</td>
</tr>
<tr>
<td>Play Mats</td>
<td>Banister Cover</td>
<td>Swings</td>
<td>Dolls</td>
<td>Books</td>
</tr>
</tbody>
</table>

**CHILDMINDERS DEVELOPMENT GRANTS**

This is the criteria when applying for CHILDMINDER GRANTS:

- ✓ Grants will only be paid to anyone who completed a QAP course or equivalent childcare course or if the applicant is notified or voluntarily notified to the Health Service Executive and applicants must
- ✓ Provide evidence of appropriate insurance
- ✓ Operate as a childminder for a minimum of 2 years following receipts of the grant.

Childminder Development Grants are administered through County/City Childcare Committees and funding will be approved for 1 grant only, subject to the maximum eligible expenditure

Full details of the QUALITY AWARENESS PROGRAMME and the CHILDMINDER DEVELOPMENT GRANTS are available by contacting the staff of Fingal County Childcare Committee at 01-8905027.
QUALITY AWARENESS PROGRAMME FOR CHILDMINDERS

This course has been designed primarily for those who are hoping to avail of grants to enhance the quality of their childminding service but it is also open to Childminders to enhance their existing service.

Some of the issues that relate to quality in a childminding service and which will be focused on throughout the Quality Awareness Programme include the:

• Needs of the Child
• Protection of the Child
• Good procedures and working relationships

QUALITY AWARENESS PROGRAMME OBJECTIVES

The purpose of the Quality Awareness Programme is to provide support concerning the role of the Childminder and the provision by Childminders of a quality professional childcare service. The course will help to bring Childminders up-to-date on current thinking on childcare.

The main objectives of the Quality Awareness Programme will therefore be to:

• Provide participants with an awareness of the issues involved in the provision of a quality childminding service
• Enhance the knowledge, skills and professional status of childminders
• Develop the childminder’s confidence and motivation
• Encourage networking with childminders in the locality

QUALITY AWARENESS PROGRAMME Syllabus

In consultation with Childminding Ireland and other relevant organisations, and building on other courses that are already available, the EOCP has developed a framework that forms the core element of the QUALITY AWARENESS PROGRAMME targeted specifically at Childminders.

The QUALITY AWARENESS PROGRAMME is an introductory or refresher course on what is involved in childminding. Participants will be encouraged to regard the course as a stepping-stone to other more comprehensive training programmes.

The QUALITY AWARENESS PROGRAMME normally consists of either five two-hour sessions or two five-hour sessions (sessions of two hours duration or equivalent) on key quality issues incorporating the following five modules:

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Module 4</th>
<th>Module 5</th>
</tr>
</thead>
</table>

The FCCC staff have the experience and skills to advise and provide individual and group support in the pre-planning, preparation and completion of an application for CHILDMINDERS DEVELOPMENT GRANTS and applications to THE EQUAL OPPORTUNITIES CHILDCARE PROGRAMME. Information and supports on other possible sources of funding or non-financial supports can also be discussed.
OTHER NON-FINANCIAL SUPPORTS

In addition to Fingal County Childcare Committee there are also a broad range of other organisations and agencies that can provide pre- and ongoing support in the development of childcare services. These are listed below:

- FINGAL COUNTY ENTERPRISE BOARD – Business advice and Mentoring
- FINGAL COUNTY COUNCIL – Community Development and Planning Department
- BLANCHARDSTOWN AREA PARTNERSHIP – Community and Voluntary
- CO-OPERATION FINGAL NORTH - Community and Voluntary
- FAS - Training
- VEC – Training
- Barnardos - Quality & Training
- Irish Pre-schools Playgroups Association - Quality & Training
- National Children’s Nurseries Association - Quality & Training
- Forbai rt Naoinrai Teo (formerly An Comhchoiste Reamhscolaiochta) - Quality & Training
- Childminding Ireland - Quality & Training
- Steiner Waldorf - Quality & Training
- St. Nicholas Montessori – Quality & Training
- Children in Hospital Ireland - Information

CHILDCARE SUPPORTS FOR PARENTS

Parents wishing to return to education or training may be eligible for childcare support costs under such initiatives as FAS COMMUNITY EMPLOYMENT (C.E) & JOBS INITIATIVE (J.I); VEC - V.T.O.S. (Vocational Training Opportunities Scheme) & YOUTHREACH and the Department of Social & Family Affairs B.T.E.I. (Back to Education Initiative) - Further information available from your local VEC or FAS Office – see USEFUL CONTACTS at the back of the manual.

The Health Board and some charitable organisations e.g. St. Vincent de Paul contribute towards childcare costs for vulnerable families and parents.

The Department of Health & Children provides financial supports to certain pre-school services, which cater for children who are regarded as being at risk or disadvantaged.

The Department of Education & Science provides funding to VEC’s towards the cost of childcare support for participants in the VTOS (Vocational Training Opportunities Scheme), YOUTHREACH and SENIOR TRAVELLER TRAINING CENTRE PROGRAMMES.

The Revenue Commissioners provide Capital Allowances for premises used for childcare whereby the cost of constructing, refurbishing or extending a premises for use as a childcare facility may be written off for tax purposes on facilities which meet the required standards for such facilities, as provided under the Child Care Act, 1991.

The Department of Enterprise, Trade & Employment, through City and County Enterprise Boards, provides direct financial assistance in the form of grants for suitable entrepreneurs, which fit into its Enterprise Action Plan. Contact Fingal County Enterprise Board at Ph: 8900800 for further details.
The Department of Community, Rural & Gaeltacht Affairs through Uadasa na Gaeltachta, support and funds naoinrai in the Gaeltacht areas by offering support to Irish speakers and the initial education of children who are acquiring the Irish language for the first time.

The Department of Community, Rural and Gaeltacht Affairs through Area Development Management Ltd., manages the Local Development Measure of the Social Inclusion Programme of each Regional Operational Programme and will provide funding and provides support to 38 Partnerships and 33 Local Development Community Groups who adopt a partnership approach to tackling local issues on the basis of a comprehensive, integrated local action plan designed to counter social exclusion.

There are two initiatives, in the Fingal area, being supported under the Social Inclusion Programme—Blanchardstown Area Partnership and Co-Operation Final North. For further information on the range of supports available from these organisations, contacts details are as follows:

Blanchardstown Area Partnership
Deanstown House
Blanchardstown Village
Blanchardstown
Dublin 15
Tel: 01-8209550

Co-Operation Fingal North
Unit 14 The BEAT Centre
Stevenstown Industrial Estate
Balbriggan
Co. Dublin
Tel: 01-8020484
Section Eight

POLICIES & PROCEDURES FOR CHILDCARE SERVICE
SECTION EIGHT

POLICIES, PROCEDURES & GOOD PRACTICE IN A CHILDCARE SETTING

The written policies and procedures of a service indicate the standards that the provider is striving towards in relation to the quality of the service and in terms of good practice.

Policies and procedures should address topics from Statutory Legislation to relationships with Parents/Carers.

A Policy is a statement of beliefs drawn up by the provider on specific topics related to the service. These policies ensure consistency and support decision-making.

The Procedure is the process by which the Policy will be implemented in a step by step manner.

Good Practice is the application of a policy as outlined or defined in the Policies and Procedures document.

It is good practice to have a set of policies and procedures that address statutory legislation i.e. Health & Safety, the Childcare Regulations. Policies and Procedures should also include:

- Age Related Activities & Programmes for Children
- Relationships in the Nursery
- Partnership with Families
- Health Safety & Hygiene
- Equality & Diversity
- Staff Conditions & Professional Development
- Physical Environment
- Food & Nutrition
- Management & Administration
- Implementation of Policies & Procedures
- Evaluation & Review of the Childcare Service

The Policies & Procedures Document/Statement may also include the ethos/mission statement and the aims and objectives of the service.

It is important that the Policies and Procedures document is prepared and drawn up by the Manager/Owner or Management Committee. It is recommended that all staff are consulted during the preparation stage and policies and procedures should be endorsed by everyone working directly or indirectly in a service to ensure greater understanding, ownership and effectiveness. New staff should always be introduced and mentored through the childcare service policies and procedures. Policies and procedures should be reviewed on a regular basis.
It is a requirement that all services endeavour to comply with statutory legislation, in particular the following:

1. **The Childcare (Pre-school Services) Regulations 1996**
2. **Department of Health Guidelines on Child Protection:**

3. **Equal Opportunities under:**
   - The Safety, Health & Welfare at Work 1989
   - The Employment Equality Act 1998
   - The Equal Status Act 2002

4. **Employment Legislation**
   - Adoptive Leave Act 1995
   - Carer’s Leave Act 2001
   - Data Protection (Amendment) Act 2003
   - Employment Equality Act 1998
   - Equal Status Act 2000
   - Freedom of Information Act 2002
   - The Parental Leave Act 1998 & The Parental Leave (Notice of Force Majeure Leave) Regulations
   - Force Majeure Leave – Section 13
   - Juries Act 1976
   - Maternity Protection of Employees Act 1984
   - National Minimum Wages Act 2000
   - Organisation of Working Time Act 1997 (Holidays/Annual Leave and Public Holidays)
   - Organisation of Working Time (Records) 2001
   - Parental Leave Act 1998
   - Payment of Wages 1991
   - Pension Act 2002
   - Protection of Employees (Part-time Work) Act 2001
   - Terms of Employment (Information) Act 1994
   - Unfair Dismissals Act 1977 - 1993

Inclusion of the above legislation is recommended in your Policies & Procedures Document and constitutes examples of good practice.

Some of the NVCO’s run training courses on developing policies and procedures, quality assurance/improvement programmes etc., Fingal County Childcare Committee subsidises a small number of childcare providers to go on the IPPA Quality Improvement Programme – For further information contact either Fingal County Childcare Committee @ 8905027 or IPPA @ 4630010.

see **APPENDIX 1:** 
ADVICE SHEET – HEALTH SERVICE EXECUTIVE – NORTHERN AREA

**RECOMMENDED READING**
- A Guide to Policies and Procedures in the Childcare Setting – ADM
- Barnardo’s - Supporting Quality – Guidelines for Best Practice in Early Childhood Services – Geraldine French 2000
- Towards Quality Daycare – Minimum Quality Standards in a Nursery – Mary Byrne, Angela Canavan, Marie Egan-Cowman – NCNA 2003
- Quality Childcare & Lifelong Learning – Department of Justice, Equality & Law Reform 2002
HUMAN RESOURCES

It is important when employing staff that you give careful thought to each of the positions/jobs required for the day to day running of your service and the nature of the person for the job. There are certain legal requirements that you must comply with in recruiting and employing staff and there are also good practice policies and practice procedures that providers can also adopt when recruiting staff.

RECRUITMENT POLICIES AND PROCEDURES WILL INCLUDE THE FOLLOWING:

• Job descriptions including qualifications
• Salary Range & Scale
• Advertising procedure
• Short listing procedure
• Interview procedure including questions
• Second interview procedure
• Maintaining Records
• Sample contracts of employment
• Staff Training Policy
• Evaluation/Performance Review Policy & Procedures

SELECTION OF EMPLOYEES

Selection of employees must be purely on the basis of suitability for the advertised post using the following steps as a guideline:

Job Description
- The duties and responsibilities for each job

Person Specification
- The qualities, experience, qualifications that you are looking for

Salary
- Salary should be related to the level of responsibility and linked with a relevant salary scale

Advertisement
- Advertise in local newsletters, newspapers, notice boards, websites etc. with the ad stating the job title, location, closing date and further details can be obtained from your office

Shortlist
- After closing date all applications must be reviewed. A short list should be drawn up of those considered most suitable for interview

Interview
- Draw up interview question form. Set up the interview panel with no more than 3 people. Invite selected candidates for interview.

Offer of Employment
- A letter of offer written to the selected candidate

Contract of Employment
- Draw up Contract of Employment to include the terms and conditions, rate of pay, annual leave etc., - see template below

USEFUL INTERVIEWING TIPS

• Agree a points score per question e.g. 0 = below average > 5 = above average
• Agree the order in which each interviewer will ask questions
• Ensure that all candidates are asked the same questions in the same order
• Each interviewer should discreetly and independently score each question during the interview
• Have a copy of the Job Description on the table on front of the interviewee
• After the final interview each candidate’s score should be totalled
• Interview Panel should agree on the candidate most suitable for the job
• Should a stalemate situation arise a second interview, in the form of a presentation, could take place
• Candidates should be advised of the presentation content in advance
CONTRACT OF EMPLOYMENT - TEMPLATE

It is good practice to provide a written contract of employment that will include all or some of the following terms and conditions:

- **Name and Address of Employee**
- **Name and Address of Employer**
- **Job Title**
- **Job Description**
- **Date of Commencement of Employment**
- **Duration of Employment i.e. contractual period**
- **Place of Employment**
- **Probationary period and conditions of probation**
- **Rate of Pay /Salary**
- **Salary Scale**
- **Pension (if applicable)**
- **Expenses (if applicable)**
- **Frequency / Method of Payment**
- **Hours of work per day / per week**
- **Annual Leave / Holidays per year**
- **Sick Leave per year**
- **Sick Leave conditions/Social Welfare benefits**
- **Study Leave**
- **Confidentiality Clause**
- **Review Processes and Procedures**
- **Termination of Employment**

LEGAL CRITERIA – EMPLOYMENT EQUALITY ACT 1998

It is illegal to discriminate against a person on the grounds of:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Age</th>
<th>Marital Status</th>
<th>Family Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>Religious Belief</td>
<td>Race</td>
<td>Member of the Travelling Community</td>
</tr>
</tbody>
</table>

The scope of the Act incorporates the following areas:

<table>
<thead>
<tr>
<th>Access to employment</th>
<th>Provision of Training</th>
<th>Recruitment Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion</td>
<td>Conditions of Employment</td>
<td>Redundancy</td>
</tr>
</tbody>
</table>

To avoid Discrimination when interviewing the following is recommended

- Where possible, interview boards should be comprised of both sexes
- Records of interviews should be kept, showing clearly why applicants were or were not selected
- Questions should refer to the job requirements. Avoid questions which may be deemed as discriminatory e.g. “How may children the candidate has and their childminding arrangements” “Age of candidates children” Effect new job may have on marriage” “Plan relating to getting married and/or having children” “What spouse thinks of job”
- Where it is absolutely necessary to assess whether personal circumstances will affect the job performance, relevant questions must be asked of all candidates and the answers should be evaluated on the same basis.
- In all cases the interviewers are advised to explain why a particular question is being asked, if its relevance might not be immediately obvious.

RECOMMENDED READING


Supporting Quality – Guidelines for Best Practice in Early Childhood Services – Geraldine French (Barnardo’s 2003)

Personnel Practice in Early Years Services – A Guide – Barnardo’s 2002

THE EQUALITY AUTHORITY - Related Documents;

- RECRUITMENT PROCESS CHECKLIST®, under Recruitment in the ClientZone area of www.graphitehrm.com
- PERSONNEL POLICIES AND PROCEDURES, CHAPTER 7 for a comprehensive discussion on equality legislation and practices, and CHAPTER 13 RECRUITMENT for advice on how to assess your current recruitment process.
Useful Contacts
## USEFUL CONTACTS

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADHD &amp; HADD</strong> (Attention &amp; Hyperactivity</td>
<td>Tel: 01-8748349</td>
</tr>
<tr>
<td>Deficiency Disorders)</td>
<td></td>
</tr>
<tr>
<td>Carmichael House North Brunswick Street</td>
<td></td>
</tr>
<tr>
<td>Dublin 7</td>
<td></td>
</tr>
<tr>
<td><strong>Autism &amp; Asperger Syndrome Association of Ireland</strong></td>
<td>Tel: 01-6719664</td>
</tr>
<tr>
<td>Emmet House 138-140, Thomas Street</td>
<td></td>
</tr>
<tr>
<td>Dublin 8</td>
<td></td>
</tr>
<tr>
<td><strong>Autism</strong></td>
<td>Tel: 01-8744684</td>
</tr>
<tr>
<td>Irish Society for Autism 16 Lower O’Connell Street</td>
<td></td>
</tr>
<tr>
<td>Dublin 1</td>
<td></td>
</tr>
<tr>
<td><strong>Barnardos</strong></td>
<td>Tel: 01-4530355</td>
</tr>
<tr>
<td>Christchurch Square</td>
<td>Website: <a href="http://www.barnardos.ie">www.barnardos.ie</a></td>
</tr>
<tr>
<td>Dublin 8</td>
<td></td>
</tr>
<tr>
<td><strong>Blanchardstown Area Partnership</strong></td>
<td>Tel: 01-8209550</td>
</tr>
<tr>
<td>DeansTown House</td>
<td>Fax: 01-8209551</td>
</tr>
<tr>
<td>Blanchardstown</td>
<td>Email <a href="mailto:info@bap.ie">info@bap.ie</a></td>
</tr>
<tr>
<td>Dublin 15</td>
<td>Website: <a href="http://www.bap.ie">www.bap.ie</a></td>
</tr>
<tr>
<td><strong>CAINT</strong> – for families of children with speech</td>
<td>Tel: 01-2823584</td>
</tr>
<tr>
<td>and language difficulties</td>
<td></td>
</tr>
<tr>
<td>10 Bayview Killiney Hill Road</td>
<td></td>
</tr>
<tr>
<td>Killiney Co. Dublin</td>
<td></td>
</tr>
<tr>
<td><strong>Cairde</strong> (AIDS)</td>
<td>Tel: 01-8552111</td>
</tr>
<tr>
<td>19 Belvedere Place</td>
<td>Email: <a href="mailto:info@cairde.ie">info@cairde.ie</a></td>
</tr>
<tr>
<td>Dublin 1</td>
<td>Website: <a href="http://www.cairde.org">www.cairde.org</a></td>
</tr>
<tr>
<td><strong>Central Remedial Clinic - C.R.C.</strong></td>
<td>Tel: 01-8332206</td>
</tr>
<tr>
<td>Penny Ansley Building</td>
<td></td>
</tr>
<tr>
<td>Vernon Avenue Clontarf Dublin 3</td>
<td></td>
</tr>
<tr>
<td><strong>Centre for Early Childhood Development and Education (CECDE)</strong></td>
<td>Tel: 01-8842000</td>
</tr>
<tr>
<td>St. Patrick’s College</td>
<td>Fax: 01-8842107</td>
</tr>
<tr>
<td>Drumcondra Dublin 9</td>
<td></td>
</tr>
<tr>
<td><strong>Cerebral Palsy</strong> –</td>
<td>Tel: 01-2695355</td>
</tr>
<tr>
<td>The National Association for Cerebral Palsy Ireland</td>
<td></td>
</tr>
<tr>
<td>Sandymount Avenue Dublin 4</td>
<td></td>
</tr>
<tr>
<td><strong>Cherish</strong> – see One Family</td>
<td></td>
</tr>
<tr>
<td><strong>Childcare Directorate</strong></td>
<td>Tel: Freephone 1850 555509</td>
</tr>
<tr>
<td>Department of Justice Equality &amp; Law Reform</td>
<td></td>
</tr>
<tr>
<td>Bishops Square Redmonds Hill Dublin 2</td>
<td></td>
</tr>
<tr>
<td><strong>Chamber of Commerce</strong> – Greater Blanchardstown Area</td>
<td>Tel: 01-8905990</td>
</tr>
<tr>
<td>DeansTown House Main Street</td>
<td></td>
</tr>
<tr>
<td>Blanchardstown Dublin 15</td>
<td></td>
</tr>
<tr>
<td><strong>Chamber of Commerce</strong> – Swords &amp; District</td>
<td>01-8900977</td>
</tr>
<tr>
<td>Albany House Main Street</td>
<td></td>
</tr>
<tr>
<td>Swords Co. Dublin</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Contact Information</td>
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<tr>
<td>---------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Childminding Ireland</td>
<td>Tel: 0404-64007 Email: <a href="mailto:childm@indigo.ie">childm@indigo.ie</a> Website: <a href="http://www.childminding-irl.com">www.childminding-irl.com</a></td>
</tr>
<tr>
<td>Children at Risk in Ireland Foundation – CARI</td>
<td>Tel: 01-8308529 Helpline: 1890 924567 Email: <a href="mailto:info@cai.ie">info@cai.ie</a></td>
</tr>
<tr>
<td>Children in Hospital Ireland</td>
<td>Tel: 01-8780448 Email: <a href="mailto:info@childreninhospital.ie">info@childreninhospital.ie</a> Website: <a href="http://www.childreninhospital.ie">www.childreninhospital.ie</a></td>
</tr>
<tr>
<td>Citizens Information Centre</td>
<td>Tel: 01-8406877</td>
</tr>
<tr>
<td>City of Dublin Vocational Education Committee (CDVEC)</td>
<td>Tel: 01-6680614/6684394</td>
</tr>
<tr>
<td>VEC - Adult Education Officers:</td>
<td>Tel: 01-8211518 Email: <a href="mailto:baec@oceanfree.net">baec@oceanfree.net</a></td>
</tr>
<tr>
<td>Co-Operation Fingal North</td>
<td>Tel: 01-8020410 Email: <a href="mailto:info@co-operationfingal.ie">info@co-operationfingal.ie</a> Website: <a href="http://www.co-operationfingal.ie">www.co-operationfingal.ie</a></td>
</tr>
<tr>
<td>Cuidiu</td>
<td>Tel: 01-8724501 Website: <a href="http://www.cuidiu-ict.ie">www.cuidiu-ict.ie</a></td>
</tr>
<tr>
<td>Cryptic Youth Service</td>
<td>Tel: 01-8415135</td>
</tr>
<tr>
<td>Disability Federation of Ireland</td>
<td>Tel: 01-2959344 Email: <a href="mailto:dfi@iol.ie">dfi@iol.ie</a> Website: www//Ireland.iol.ie;-dfi</td>
</tr>
<tr>
<td>Dorset College</td>
<td>Tel: 01- 8309677/8309335 Email: <a href="mailto:info@dorset-college.ie">info@dorset-college.ie</a> Website: <a href="http://www.dorset-college.ie">www.dorset-college.ie</a></td>
</tr>
<tr>
<td>Down Syndrome Ireland</td>
<td>Tel: 01-8730999</td>
</tr>
<tr>
<td>Dublin Aids Alliance</td>
<td>Tel: 01-8733799</td>
</tr>
<tr>
<td>Dublin City Childcare Committee</td>
<td>Tel: 01-6723073 Fax: 01-6722162 E-mail: <a href="mailto:miriammckown@dublin.ie">miriammckown@dublin.ie</a> Website: <a href="http://www.childcareonline.ie">www.childcareonline.ie</a></td>
</tr>
</tbody>
</table>

The full list of VEC Colleges nationally can be obtained by phoning 01-6680614/6684394 or alternatively consult the Eircom local phone directory.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin City University</td>
<td>Dublin 9</td>
<td>Tel: 01-7005000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dublin Institute of Technology – D.I.T.</td>
<td>Central Administrative Office 30 Upr. Pembroke Street Dublin 2</td>
<td>Tel: 01-4023000</td>
<td>Website: <a href="http://www.dit.ie">www.dit.ie</a></td>
<td></td>
</tr>
<tr>
<td>Dyslexia Association of Ireland</td>
<td>1 Suffolk Street Dublin 2</td>
<td>Tel: 01-6790276</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dyspraxia Association</td>
<td>C/o, Communications House Spruce Avenue Stillorgan Industrial Park Dublin 18</td>
<td>Tel: 01-2957125</td>
<td><a href="mailto:dyspraxiaireland@eircom.net">dyspraxiaireland@eircom.net</a></td>
<td><a href="http://www.dyspraxiaireland.com">www.dyspraxiaireland.com</a></td>
</tr>
<tr>
<td>Equality Authority, The</td>
<td>2 Clonmel St, Dublin 2, Ireland.</td>
<td>Tel: 1890 245545 or 01 4173331/3</td>
<td>Website: <a href="http://www.equality.ie">www.equality.ie</a></td>
<td></td>
</tr>
<tr>
<td>Equal Opportunities Childcare Programme</td>
<td>Area Development Management Holles Street Dublin 2</td>
<td>Tel: 01-2400700</td>
<td><a href="mailto:enquiries@adm.ie">enquiries@adm.ie</a></td>
<td><a href="http://www.adm.ie">www.adm.ie</a></td>
</tr>
<tr>
<td>FAS – Training &amp; Employment Authority</td>
<td>Head Office 27/33 Upper Baggot Street Dublin 2</td>
<td>Tel: 01-6070500</td>
<td>Website: <a href="http://www.fas.ie">www.fas.ie</a></td>
<td></td>
</tr>
<tr>
<td>Fingal Business Forum</td>
<td>Chamber Buildings North Street Swords Co. Dublin</td>
<td>Tel: 01-8900977</td>
<td><a href="mailto:info@swordschamber.ie">info@swordschamber.ie</a></td>
<td></td>
</tr>
<tr>
<td>Fingal County Council</td>
<td>P.O. Box 174 County Hall Main Street Swords Co. Dublin</td>
<td>Tel: 01-8905000</td>
<td><a href="mailto:genpurp@fingalcoco.ie">genpurp@fingalcoco.ie</a></td>
<td><a href="http://www.fingalcoco.ie">www.fingalcoco.ie</a></td>
</tr>
<tr>
<td>Fingal County Enterprise Board</td>
<td>23 Mainscourt Swords, Co. Dublin</td>
<td>Tel: 01-8900800</td>
<td><a href="mailto:info@fingalceb.ie">info@fingalceb.ie</a></td>
<td><a href="http://www.fingalceb.ie">www.fingalceb.ie</a></td>
</tr>
<tr>
<td>Fingal Development Board</td>
<td>23 Mainscourt Swords Co. Dublin</td>
<td>Tel: 01-8905095</td>
<td><a href="mailto:fingdev@fdb.ie">fingdev@fdb.ie</a></td>
<td><a href="http://www.fdb.ie">www.fdb.ie</a></td>
</tr>
<tr>
<td>Food Safety Authority of Ireland (HSAI)</td>
<td>Abbey Court Lower Abbey Street Dublin 1</td>
<td>Tel: 01-8171300</td>
<td><a href="mailto:info@fsai.ie">info@fsai.ie</a></td>
<td><a href="http://www.fsai.ie">www.fsai.ie</a></td>
</tr>
<tr>
<td>Forbairt Naoinrai Teo</td>
<td>(formerly An Comhchoiste Reamhscoileachta) 7 Merrion Square Dublin 2</td>
<td>Tel: 01-6398442</td>
<td><a href="http://www.forbairtnaoinrai@eircom.net">www.forbairtnaoinrai@eircom.net</a></td>
<td></td>
</tr>
<tr>
<td>Froebel College</td>
<td>Sion Hill Blackrock Co. Dublin</td>
<td>Tel: 01-2888520</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Health & Safety Authority - HSA**  
10 Hogan Place  
Dublin 2 | Tel: 01-6620400  
Email: infotel@has.ie  
Website: www.hsa.ie |
| **Health Service Executive – Northern Area**  
Head Office  
Swords Business Campus Balheary Road  
Swords Co. Dublin  
(The geographic area covered is Dublin City north of the River Liffey & Fingal County) | Tel: 01-8131800  
Email: nahb@erha.ie |
| **Community Care Areas 6 & 7**  
Pre-School Officer Service NAHB  
Childminding Advisory Officer NAHB  
Rathdown Road Dublin 7 | Tel: 01 - 8825000  
Tel: 01 - 8825174 |
| **High/Scope**  
6C, Wildflower Way  
Belfast BT12 6TA  
Northern Ireland | Tel: Northern Ireland  
- 048 90 662825  
Email: lizc@nippa.org  
Website: www.nippa.org |
| **Institute of Technology Blanchardstown – B.I.T.**  
Blanchardstown Dublin 15 | Tel: 01-8460949 |
| **IPPA (Irish Pre-schools Playgroups Association)**  
The Early Childhood Education  
Unit 4 Broomhill Business Complex  
Broomhill Road Dublin 24 | Tel: 01-4630010  
Website: www.ippa.ie |
| **Irish Council of People with Disabilities**  
4th Floor Park House  
North Circular Road Dublin 7 | Tel: 01-8683502  
Email: icpd@indigo.ie |
| **Irish Epilepsy Association**  
249 Crumlin Road Dublin 12 | Tel: 01-4557500 |
| **Irish Society for the Prevention of Cruelty to Children**  
20 Molesworth Street  
Dublin 2 | Tel: 01-6794944  
Email: ispcc@ispcc.ie  
Website: www.ispcc.ie |
| **Irish Steiner Waldorf Early Childhood Association**  
Cappaduff Mountshannon Co. Clare | Phone number: 061-927944  
Website: www.steinerireland.org |
| **Irish Sudden Infant Death Association (Cot Death)**  
4 North Brunswick Street Dublin 7 | Helpline: 1850 391391 |
| **Irish Wheelchair Association**  
Aras Chuchulain  
Blackheath Drive  
Clontarf Dublin 3 | Tel: 01-8186400  
Email: info@iwa.ie  
Website: www.iwa.ie |
| **Mater Child Guidance Clinic**  
Health Centre Bridge Street Swords Co. Dublin | Tel: 01-8907151 |
| **Montessori College A.M.I.**  
Mount St. Mary’s  
Dundrum Road Milltown Dublin 14 | Tel: 01-2692499  
E-mail: info@montessoriami.ie  
Website: www.montessori-ami.org |
| **Montessori Education Centre**  
41-43 Nth Gt. George's Street  
Dublin 1 | Tel: 01-8780071  
Email: mec@iol.ie  
Website: www.montessori-ed-ctr.com |
| **National Children's Office** | Tel: 01-2420000  
Email: nco@health.gov.ie  
Website: www.nco.ie |
|--------------------------------|--------------------------------------------------|
| **National Children's Nurseries Association** | Tel: 01-4600138  
Email: info@ncna.ie  
Website: www.ncna.net |
| **National Children's Resource Centre** | Tel: 01-4530355  
Website: www.barnardos.ie |
| **National Council for the Blind** | Tel: 01-8307363  
Email: info@ncbi.ie  
Website: www.ncbi.ie |
| **National Disability Authority** | Tel: 01-6684181  
Email: nrb@iol.ie |
| **National Parents Council, The** | Tel: 01 - 8302740 |
| **Northern Area Health Board** – see Health Service Executive |
| **North Fingal ADD / ADHD Parents Support Group** | Tel: 01-8020484 |
| **One Family (Cherish)** | Tel: 01-6629212  
Lo-call: 1890 662212  
Email: info@cherish.ie  
Website: www.onefamily.ie |
| **OPEN - Lone Parents Network** | Tel: 01 - 8320264  
E-mail: open@indigo.ie |
| **Portobello School of Childcare** | Tel: 01-8721277  
Website: www.portobelloschool.ie |
| **Rollercoaster Ireland** – Parents Website | Website: www.rollercoaster.ie |
| **St. Nicholas Montessori Society of Ireland** | Tel: 01-2805705  
Email: snmta@eircom.net |
| **School of Practical Childcare** | Tel: 01-2886994  
Email: info@practicalchildcare.com  
Website: www.practicalchildcare.com |
| **Spina Bifida & Hydrocephalus – Irish Association for** | Tel: 01-4572329 |
| **The University of Dublin Trinity College - TCD** | Tel: 01-6081721  
(Careers Advisory Service) |
| **University College Dublin - UCD** | Tel: 01-7167777  
Email: info@ucd.ie  
Website: www.ucd.ie |
USEFUL WEBSITES

- Plato Network
  http://www.plato.ie

- Department of Enterprise Trade & Employment
  http://www.entemp.ie

- Empower
  http://www.empower.ie

- Enterprise Ireland
  http://www.enterprise-ireland.com

- FAS
  http://www.fas.ie

- IBEC
  http://www.ibec.ie

- Irish Small and Medium Enterprises
  http://www.isme.ie

- Small Firms Association
  http://www.sfa.ie

- Chambers of Commerce of Ireland
  http://www.chambersireland.ie

- Blanchardstown Area Partnership
  http://www.bap.ie

- Blanchardstown Institute of Technology
  http://www.itb.com

- Fingal County Council
  http://www.fingalcoco.ie

- Fingal County Development Board
  http://www.fingalcoco.ie

- Fingal Tourism
  http://www.fingal-dublin.com

- Northside Partnership
  http://www.northsidepartnership.ie

- Rural Dublin Leader
  http://www.ruraldublin.ie

- Business Access to State Information
  http://www.basis.ie

- Companies Registration Office
  http://www.cro.ie

- Revenue Commissioners
  http://www.revenue.ie

- Starting a Business in Ireland.com
  http://www.startingabusinessinireland.com
Appendices
APPENDIX 1

HEALTH SERVICE EXECUTIVE - NORTHERN AREA

ADVICE SHEET - FOR A PERSON PROPOSING TO PROVIDE A PRE-SCHOOL SERVICE

This sheet will help you if you are planning to develop a Pre-school facility in the Fingal area. You may be planning to build new premises or use/renovate an existing building.

The Pre-school Inspection teams of the Health Service Executive - Northern Area will provide advice to you, to ensure that the service being developed will comply with the legal requirements of the Child Care Act 1991 and the Pre-school Regulations 1996.

If you are planning to build a pre school service or develop a service in an existing facility, a meeting should be set up with the Pre-school Officer, the Environmental Health Officer and yourself to discuss the development and requirements. You will be advised of any changes necessary in your proposed plans and will also receive general advice in relation to the layout and the operation of a Pre-school Service.

You should then have your architect draw up draft plans and at this stage you should submit these plans to the local Health Service Executive Pre-school Officer who will advise you of any further changes necessary in your plans. If you are meeting with the Health Service Executive Pre-school officer, it might be useful that you bring your architect along with you.

When building is in progress you will be obliged to keep in contact with the Pre-school Officer during the development of the service. An advisory visit will be made to the premises prior to completion in order to make any necessary changes.

Prior to commencement of building or renovation work it is advisable to contact your local County Council Office regarding planning permission / change of use.

To arrange for an advisory visit with the team contact the relevant Pre-school Services Office for your area below:

<table>
<thead>
<tr>
<th>HSE – Care Area 6 &amp; 7</th>
<th>6. Maire Farrell <a href="mailto:maire.farrell@nahb.ie">maire.farrell@nahb.ie</a></th>
<th>Michelle Cassidy Secretary</th>
<th>Community Services Area 6 Rathdown Road Dublin 7</th>
<th>Tel: 8825165 Ext.: 5185 / 5197 Email: <a href="mailto:michelle.cassidy@nahb.ie">michelle.cassidy@nahb.ie</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Care Area 8</td>
<td>Teresa Farrell</td>
<td>Rebecca Mc Quillan Secretary</td>
<td>The Cottage 2 Church Road Swords Co. Dublin</td>
<td>Tel: 8402835 Fax: 8901636</td>
</tr>
</tbody>
</table>

The Regulations are available on the FCCC web-site: www.fingalcountychildcare.ie or they can be purchased directly from:


or by mail order from:

Government Publications Sales Office, Mail Order Section, 51 St. Stephen’s Green Dublin 2. Ph: 01-6613111 or through some booksellers.
CHILD CARE PREMISES

Childcare Legal Requirements
Childcare (Pre-school Services) Regulations 1996/1997

The Child Care Act 1991 represents an update of the law in relation to child care in the Republic of Ireland. The Act sets out in Part VII the main provisions in relation to pre-school services. The main duties for the Health Service Executives outlined by Part VII of the Act relate to the inspection of pre-school services in the Health Service Executive area and the provision of information on those services. The Act obliges service providers to notify the Health Service Executive of their service and as such, Health Services Executives also have the responsibility to receive those notifications.

Section 51: Notice must be given by persons who are carrying on a pre-school service to the relevant Health Services Executive.

Section 53: Health Services Executive, must visit pre-school services in its area to ensure that the person carrying on the service is fulfilling the duties imposed under the Act.

Section 54: Health Services Executive is responsible for the appointment of authorised persons to inspect pre-schools premises and the services provided therein.

Section 56: Health Services Executive is obliged to make available information on pre-school services in its area.

Section 50: The Minister in consultation with the Minister for Education and Minister for the Environment shall make regulations for the purpose of securing health, safety and welfare and promoting the development of Pre-school children attending Pre-school services. Thus we have the Pre-school Services Regulations 1996/1997.

Section 52: It is the duty of every person carrying on a service to take all reasonable measures to comply.

In 1996 the Child care (Pre-school Services) Regulations were enacted. These Regulations introduced a set of minimum requirements necessary to secure the health, safety and welfare of children attending pre-school services and commenced an approach to regulating the whole pre-school sector. The Regulations came into effect on 1st January 1997.

DEFINITIONS

Pre-school Child is a child under 6 years of age and is not attending a national school or a school providing an educational programme similar to the national school.

Pre-school Service is ‘any pre-school, playgroup, day nursery, crèche, day-care or other similar service which caters for pre-school children, including those grant-aided by Health Service Executives.

For the purpose of implementing the Regulations, Pre-school services are divided into 4 categories

Sessional Services
A service offering a planned programme to Pre-school children for a maximum of 3.5hrs per session.

Requirements for this type of service

<table>
<thead>
<tr>
<th>Age</th>
<th>Adult/child ratio</th>
<th>Floor area/child</th>
<th>Sanitary Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Children WC</td>
</tr>
<tr>
<td>0 – 6 yrs</td>
<td>1 : 10</td>
<td>2.0 sq. metres free floor space</td>
<td>1 : 10</td>
</tr>
</tbody>
</table>

The maximum number of children in one room in a sessional group is 20
A second adult should be present on the premises at all times.
**Full Day Care**

A service offering structured full day care for pre-school children for more than 3.5 hours

<table>
<thead>
<tr>
<th>Age</th>
<th>Adult/child ratio</th>
<th>Floor area/child</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1 years</td>
<td>1 : 3</td>
<td>3.70 sq. metres</td>
</tr>
<tr>
<td>1 – 2 years</td>
<td>1 : 6</td>
<td>2.80 sq. metres</td>
</tr>
<tr>
<td>2 – 3 years</td>
<td>1 : 6</td>
<td>2.32 sq. metres</td>
</tr>
<tr>
<td>3 – 6 years</td>
<td>1 : 8</td>
<td>2.30 sq. metres</td>
</tr>
</tbody>
</table>

It is recommended that the different age groups be accommodated in separate rooms in the interest of safety and developmental needs of children.

Sleeping arrangements will be required for children.

“A person carrying on a pre-school service shall ensure that suitable, sufficient, nutritious and varied food is available for a pre-school child attending the service on a full time basis”

It is recommended that food for children attending Full day Care be prepared on the premises. However policies vary in different services but all premises where food is prepared and served must comply with the EC (Hygiene of Foodstuffs) Regulations 2000. Consultation with Environmental Health Officer/Department in relation to food safety should take place at an early stage of proposals.

A general guide to the size of food rooms (inc. kitchen and storage) is provided

<table>
<thead>
<tr>
<th>No of children</th>
<th>Floor space</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 10</td>
<td>9.5m2</td>
</tr>
<tr>
<td>11 – 20</td>
<td>9.5m2 – 14m2</td>
</tr>
<tr>
<td>21 – 30</td>
<td>14m2 – 18m2</td>
</tr>
<tr>
<td>31 – 40</td>
<td>18m2 – 21.5m2</td>
</tr>
</tbody>
</table>

**Childminders**

A service provided by persons in their own home. Childminders caring for more than 3 children must notify the Health Service Executive. A single handed childminder should look after no more than six pre school children including their own and no more than three of the children should be less than one year of age. Arrangements should be in place to have a second adult available in the event of an emergency. All safety aspects including food safety can be addressed through advisory visits prior to commencement of the service.

**1. Drop In Centre**

This service offers short term facilities usually shopping centres, gyms, leisure centres to care for pre-school children while parents avail of service within the complex.

<table>
<thead>
<tr>
<th>Age</th>
<th>Adult/child ratio</th>
<th>Floor area/child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 12 months</td>
<td>1 : 3</td>
<td>2.0 sq. metres</td>
</tr>
<tr>
<td>1 – 6 years</td>
<td>1 : 8</td>
<td>2.0 sq. metres</td>
</tr>
</tbody>
</table>
Notification
A person proposing to carry on a Pre-school service shall give notification in writing to the Health Service Executive together with the required fee, at least 28 days before the commencement of the service.

Inspection
A person that has notified the Health Service Executive will be subject to at least an annual inspection by the Pre-school service inspection Team. This inspection aims to ensure compliance with the statutory requirements including the health, safety and welfare of the children and the promotion of their development. The inspection will be unannounced and the service provider will be provided with a full written report following the inspection. Requirements to ensure compliance with Regulations will be highlighted. Service providers can contact the Inspection team if they have any queries regarding the inspection or its outcome. It is expected that where works/measures are required, that improvements will be undertaken by the provider to ensure the service is in compliance with the Regulations. A further inspection will be made at a later date.

The Health Service Executive can bring breaches of the Regulations to the attention of the District Court under Section 57 (b) of the Act. Hopefully this procedure will not have to be resorted to but continuous non-compliance, which would adversely affect the welfare of children attending, will be dealt with in accordance with the legislation.

Section 55 (2) makes provision for the Boards, through the district court, to inspect a pre-school service in the absence of notification.

Notification of Change in Circumstances
Any change in the particulars contained in the Notification form shall be notified in writing to the Health Service Executive within 28 days.

Premises & Facilities
The premises which will be occupied by Pre-school children must be of sound and stable condition with all fixtures and fittings, including work and play equipment being maintained in a proper state of repair and a clean hygienic condition.

It is recommended that a cleaning schedule be formulated, implemented and maintained to ensure regular periodical cleaning programmes of risk area, work surfaces, utensils, equipment, structural surfaces, fixtures & fittings.

All cleaning agents should be stored in an area completely separate from food items and utensils.

Separate sink in premises where food is served is recommended for cleaning of the premises.

Suitable and adequate heating, ventilation and lighting shall be provided within the premises.

Separate area to be provided for storage of cleaning materials and equipment.
Sanitary Accommodation

It is recommended that facilities, WCs and Wash hand Basins would be child size or "hop ups" with adequate adult supervision provided. Potties and a means of disinfecting same must be provided for toddlers. Storage arrangements for potties while not in use and out of children’s reach should be provided adjacent to WCs and a supply of liquid soap and paper towels be readily available.

All Washand Basins must be serviced with a constant and instantaneous supply of hot and cold water. Hot water must be thermostatically controlled (43°C) in interests of children’s safety.

Sanitary accommodation must be provided with adequate means of ventilation to the external air either by means of an operable window or mechanical ventilation capable of providing 3 air changes per hour. Where there is no natural light and mechanical ventilation is installed it should be linked to the lighting system in such a manner as to allow an “over run” of at least 15 minutes.

Nappy Changing

A ventilated, separate area must be provided for nappy changing. The design of this area must incorporate good child protection issues. The area must have visibility and must not be part of playroom or other occupied area. It must have the benefit of wash hand facilities, hot and cold water supply, liquid bactericidal soap and paper towels.

Storage facilities must be provided for children’s individual toiletries and adequate and suitable storage arrangements for soiled nappies.

Fire Safety

All Pre-school providers should seek advice from their local Fire Officer or a person trained in fire safety e.g. engineer or architect.

Fire precautions such as the following should be in place.

- The premises inspected regularly for fire safety.
- No smoking policy.
- Fire drills undertaken regularly, at least monthly and recorded in record book.
- Copy of fire safety in Pre-school services (Dept of Environment) on the premises and all staff familiar with its contents.
- Smoke detection system in place and checked regularly and recorded in record book.
- Fire fighting equipment should be in place and checked regularly by maintenance company minimum once annually and recorded.
- Fire exits kept free of obstruction.

Furniture and fabrics should be made of fire resistant material and comply with current European Standards.
General Safety

- Floor surfaces should be easily cleanable, slip resistant, fire retardant and non-toxic.
- Electrical power points should be covered.
- Childproof locks on windows, cupboards, doors etc.
- Handrails should be in place and be child accessible on stairs and steps.
- Hot water should be thermostatically controlled 43°C.
- Gates should be placed at top and bottom of stairs, if necessary - the design & placement should not impede a speedy evacuation.
- Medicines, toxic & hazardous substances should be stored safely e.g. in locked cupboards.
- Entry to and exit from the premises should be well managed at all times.
- Heated surfaces of radiators, accessible pipes etc should not exceed 50°C or be protected by a fixed guard.
- External play area must be secure and free from hazards such as ponds, pits, outdoor sheds etc.

Insurance

A person carrying on a pre-school service shall ensure that each pre-school child attending is insured against injury while attending the service. Insurance policy must be present on the premises –

- Name of insurance company
- Number of children covered
- Public Liability/amount
- Fire and theft
- Additional cover for extra activities (including outings, public park)
- Extra motor insurance cover (if required)
- Date of expiry

Copy of Act and Regulations

The following must be available on the premises for inspection.

(a) Copy of the Child Care (Pre-school services) Regulations 1996
(b) Part VII of the Child Care Act 1991

Information to Parents

A person carrying on a pre-school service must provide a parent or guardian of a pre-school child proposing to attend the service with the following information.

a. The name, position, qualifications and experience of the person in charge and of every other person working in the service.

b. Details of the maximum number of pre-school children catered for.

c. Details of staff/child ratios in the service.

d. The type of care or programme provided.

e. The facilities available.

f. The opening hours and fees.
Registers
A person carrying on a pre-school service shall keep a register and enter in the register the following particulars in respect of each pre-school child attending the service.

a. The name, addresses and date of birth of the pre-school child.
b. The date on which the child first attended the service.
c. The date on which the child ceases to attend the service.
d. The name and address of a parent and/or guardian of the pre-school child and where the same is available, a telephone number where that parent and/or guardian of such child can be contacted during the hours of operation.
e. Authorisation for the collection of the pre-school child.
f. Details of any illness etc.
g. Name and telephone number of child's G.P.
h. Record of immunisations.

Records

a. Name, addresses, position, qualifications and experience of the person in charge and of every other person working in the service.
b. Details of attendance by a pre-school child on a daily basis.
c. Details of staff rosters on a daily basis.
d. Details of the maximum number of pre-school children catered for.
e. Details of the staff/child ratios in the service.
f. Written permission to administer medication and details of same.
g. The type of care programme provided.
h. Accident book- with details of any injury involving a pre-school child-signed by staff and parents.
i. The facilities available.
j. The opening hours and fees.

First Aid & Medical Assistance
There must be a staff members qualified in first aid to deal with emergencies on the premises at all times. There must be a suitable equipped first aid box on the premises.

There must be adequate arrangements in place to summon medical assistance promptly in an emergency. Name of G.P and telephone number beside phone. It is essential to have land line phone on the premises.
Play Equipment
All play work equipment and materials must be suitable, non-toxic, and clean/hygienic. It is recommended that toys/equipment is suitable for
1. Creative play.
2. Manipulative play.
3. Imaginative play.
4. Physical play.
5. Language development.

It is also recommended that the following be incorporated into the weekly programme.
1. Arts and Crafts.
2. Social skills.
4. Free play.
5. Appreciation of nature.

It is also necessary to have
- Quiet corner.
- Opportunity for messy play.
- Home corner.

Behavioural Management
A person carrying on a pre-school service shall ensure that no corporal punishment is inflicted on a pre-school child attending the service. Appropriate behaviour in a child attending a pre-school service should be corrected in a caring, constructive and consistent manner.

Rest & Play Facilities
A person carrying on a pre-school service shall ensure that.
a. Adequate and suitable facilities for pre-school children to rest during the day are provided and
b. Adequate and suitable facilities for pre-school children to play in doors and outdoors during the day are provided.

Sleeping
It is essential to monitor infants/children when sleeping
- Safety mattresses on cots.
- Cots provided in a suitable and safe position.
- Easy access between cots.
- Suitable bed linen and separate bed linen used per child.
- Dribblers/bibs (if used) are removed prior to sleeping.
- Staff aware of current precautions in relation to reducing the risk of sudden infant death as per ISIDA.
- All staff working in pre-school premises must be over 18 years of age.
Smoking

IT IS ILLEGAL TO SMOKE IN CHILD CARE CENTRES

The Public Health (Tobacco) (Amendment) Act 2004
Tobacco (Health Promotion and Protection) Regulations 1995

Enclosures

1. Advisory Sheet (for a person proposing to provide a pre-school service)
2. Notification of Closure of Pre-school Service

Reference Documents

1. Environmental Health Standards for Full Time Pre-school Services
2. Hygiene for Domestic – scale food Production I.S. 344:2002 – NSAI Tel: 01 - 8073800
3. Food Hygiene for Food Handlers available from Principal Environmental Health Office
5. Thinking of Setting up a Pre-school Service – local Pre-school Services Officer
6. Guidelines for Outdoor Play facilities - local Pre-school Services Officer
7. Guidance notes for Care workers in Pre-schools - local Pre-school Services Officer
8. Infant Development Care and Nutrition - local Pre-school Services Officer
9. Toddler Development Care and Nutrition - local Pre-school Services Officer
10. Pre-school Development Care and Nutrition - local Pre-school Services Officer
11. Weaning - a guide to feeding your baby - local Pre-school Services Officer
12. Food for Young Children - local Pre-school Services Officer

All of the health publications can be available by contacting:

Community Nutrition and Dietetic Service
Health Promotion Department
Health Service Executive - Northern Area
Park House
191 - 197 North Circular Road
Dublin 7
Tel. (01) 8823400 Email: nhbhealth.promotion@erha.ie
APPENDIX 2

PLANNING PERMISSION
Planning Guidelines in Respect Of the Provision of Childcare Facilities within Fingal County

1. Introduction
The Department of the Environment and Local Government published Planning Guidelines on Childcare facilities in June 2001. These guidelines defined childcare as full day-care and sessional facilities and services for pre-school children and school-going children out of school hours. It includes services involving care, education and socialisation opportunities for children. Accordingly, services such as pre-schools, day-care services, crèches, playgroups, and after school groups are included. The Guidelines pursue Government policy in relation to childcare that is to increase the number of childcare places available and to improve the quality of childcare services for the community.

2. Planning Requirements
The development of childcare facilities by means of the provision of purpose built structures or the change of use of any existing structure requires full planning permission. In considering applications for the provision of childcare facilities, Fingal County Council will apply the recommendations of the Department’s Planning Guidelines on Childcare Facilities.

Planning application forms and guidance notes on making planning applications are available at the Planning Section, Fingal County Council, Main Street, Swords, Co. Dublin.

3. Appropriate Locations For Childcare Facilities
It is essential that childcare facilities are provided and operated in a manner that does not conflict with the existing amenities of neighbouring residents. In this regard, the identification of suitable locations is of critical importance. Childcare developments located on heavily trafficked routes or in confined terraced buildings may not be the most suitable. Appropriate locations for the provision of childcare facilities include:

- New communities / larger new housing developments - the guidance document recommends the provision of one childcare facility with places for 20 children for each 75 dwellings within new or expanding residential estates
- Adjacent or within Industrial Estates / Business Parks and other locations where there are significant numbers working
- In the vicinity of existing / proposed schools
- Within Neighbourhood / District / Village / Town Centres
4. Information to be submitted With Planning Application

An application for the provision of a childcare facility should incorporate the following information:

• Type of facility proposed e.g. full day care, sessional, drop in, after school care:
• Number of children to be provided for and age profile
• Hours of operation
• Floor available
• Provision and management of outdoor play area
• Number of staff involved
• Parking, turning and other details relating to traffic safety.

Fingal County Council Planning Department recommends that if you are considering changes to your premises or service that you arrange a pre-planning meeting with a member the council planning office. The contact phone number is 01-8905541.

Fingal is divided into four different areas with a Senior Executive Planner appointed to each area as follows: They are as follows:

Howth, Sutton, Malahide areas etc Tel: 8905696
Blanchardstown, Dublin 15 area. Tel: 8905714
Balbriggan, Skerries, Lusk areas etc. Tel: 8905711
Swords area Tel: 8905671
APPENDIX 3

FIRE SAFETY GUIDELINES

1. Fire Certification Process

Following receipt of Planning Permission for any child care unit/crèche/pre-school; an application must be made for a Fire Safety Certificate. This certificate has to be obtained for the premises and must be obtained before a Commencement Notice is lodged with the Local Authority.

A Fire Safety Certificate is a statement made by the Fire Authority stating that if the building is constructed in accordance with the submitted plans and documentation, it will meet the requirements of nationally accepted fire safety standards.

To obtain a Fire Safety Certificate, a formal application (similar to an application for Planning Permission) must be made to the Fire Authority. A significant difference to obtaining planning permission is that no public notice needs to be in the local paper or affixed to the site.

The format of this application must include the following documents:

A. A completed application form (available from Fingal County Council website www.fingalcoco.ie). This should be completed in full, including the Appendix at the rear of the application form. Should you have any difficulty in completing the form, contact Fingal County Council @ 8905542

B. Two copies of drawings consisting of an Ordnance Survey Extract showing the location of the site, a site layout drawing, floor plans, elevations and sectional views of the proposed building.

C. There is a minimum fee charged for each application.

Once the application is received, the Fire Authority is obliged to assess the application and issue a decision within 8 weeks of its receipt.

2. Fire Safety in Pre-Schools

Because of the demand for crèches/pre-schools by society and the number of applications lodged with Fire Authorities for Fire Safety Certificates, the Department of the Environment & Local Government issued a series of guidelines for fire safety in these buildings. "Fire Safety in pre-school's: A Guide to Fire Safety in Premises used in Pre-School Services" was launched in 2000. The guidelines present the requirements for Fire Safety Features in the building as well as outlining the requirement for Fire Safety Management.

The Principal Fire Safety Features in pre-school buildings may be summarised as:

a) the provision of adequate means of escape to allow all staff and children to evacuate the building quickly
b) the provision of a fire detection/alarm system to warn the occupants of the building in the event of fire
c) the containment of fire, should one occur, within the building and the limitation to its development and growth.
The guidelines emphasise the need to reduce the risk of accidental fires occurring. To this end all electrical works, gas services and heating systems must be fitted to appropriate industrial standards and must be maintained on a regular basis.

The Fire Safety Management issues facing the operators of any pre-school premises centre around staff training, maintenance issues of the premises itself and maintenance of records and logs.

The guide suggests the creation of a Fire Safety Register for the childcare premises. Some examples of the information it should contain are:

- The name of the organisation/person providing the service
- The name & address of the premises (including phone number)
- The person(s) responsible for the fire safety programme
- The procedures for calling out the fire brigade in the event of fire
- Details of staff training in fire prevention and fire safety procedures
- Details of the emergency procedures and fire safety procedures
- Details of the emergency procedures and fire drills carried out
- A maintenance schedule for the fire protection equipment provided on the premises (e.g. fire detection/alarm system, fire extinguishers, emergency lighting).

Regular fire drills are mandatory and service provider must undertake an audit of fire safety on an annual basis.

Examples of the types of documentation required are contained in the guideline document.

The guide may be purchased from the Government Publications Office, Postal Trade Section, 4-5 Harcourt St., Dublin 2 at 01-6613311 (extension 4040) or by accessing the Departments web-site at www.environ.ie/.
APPENDIX 4

RATES

Rates are the property tax levied by the Local authority on the occupiers of commercial/industrial properties in their administrative areas.

Rates assessment on properties involved two factors:

The first is the rateable valuation of property, which is set by the Commissioner of Valuation. The rateable valuation in most cases is based on an estimate of the likely rent that a tenant would pay on an annual basis. When properties are valued for rating purposes, the ratepayers/owners of the property have a number of appeal avenues available to them – including an appeal to the independent Valuation Tribunal.

The second factor that determines a rates assessment is what is called the “Annual Rate on Valuation” (formerly known as “the rate in the pound”). Put simply, it is a multiplier, and is determined by the Council at its annual budget meeting and this generally happens at the end of January of each year.

You may contact the Rates Department of Fingal County Council or the office of the Commissioner of Valuation (the Commissioner’s staff are independent of Local Authorities and are under the control of the Department of Finance).

A “Revision Officer” from the Valuation Officer will call to assess the value of your property. After inspecting your property, the revision officer will send you a draft certificate containing the proposed valuation and other details of your property. If you are unhappy with the valuation or other details contained in the draft certificate, you may make representation, in writing, to the revision officer with 28 days of the issue of the draft certificate. Following consideration of your representations the revision officer will send you the final valuation certificate.

Fingal County Council has 3 Rates Collectors who are responsible for the rates collection process throughout the county, contact details are as follows:

| Airport, Swords & north of Fingal incl. Balbriggan, Skerries, Lusk, Rush & Donabate | Tel: 01-8354019. Email: eileen.brosnan@fingalcoco.ie |
| Malahide, Portmarnock, Howth, Sutton & Baldoyle | Tel: 01-8901780. Email: brian.leonard@fingalcoco.ie |
| Blanchardstown, The Ward & west of Swords. | Tel: 01-8337571. Email: brian.brady@fingalcoco.ie |

For further information contact either of the following:

Rates Department, Fingal County Council, Fingal County Hall
Main Street, Swords, Co. Dublin.
Tel: 01 - 8905000. email: finance@fingalcoco.ie website: www.fingalcoco.ie

Commissioner of Valuation, Valuation Office Ireland,
Irish Life Centre, Abbey Street Lower.
Dublin 1. Tel: 01 - 8171000. Local: 1890 304 444. e-mail: info@valoff.ie
website: www.valoff.ie
NATIONAL FRAMEWORK OF QUALIFICATIONS

Since 2001 a lot has been happening in Education and training. It is now recognised that learning doesn’t have to end at a specific age and that people need and want to continue learning for life. To support this, a new national framework of qualifications has been developed and will be operational by 2006. The framework creates new and different opportunities for many including:

- people considering taking up education or training opportunities
- learners already in education or training
- teachers, tutors and trainers involved in delivering education or training
- organisations providing education and training like FÁS, Teagasc, Fáilte Ireland (Formerly CERT), VEC’s Institutes of Technology, professional bodies, training companies, community and voluntary organisations and companies training their own employees
- employers who need clarity as to what different qualifications mean.

WHY CHANGE?

Until 2001 there were different awarding bodies involved in certifying programmes of education and training. These include FÁS, NCVA, Teagasc, Fáilte Ireland, NCEA, the Institutes of Technology, DIT and the Universities. All of these bodies offered opportunities for learners to get qualifications – yet it wasn’t always clear how one award or qualification related to another. This made it more difficult for learners to get access to a particular programme, or to transfer from one programme to another as their learning progressed. The National Framework of Qualifications will reduce barriers for learners.

WHO’S LEADING THE WAY FORWARD?

The Qualifications (Education and Training) Act 1999 established three new bodies, namely National Qualification Authority of Ireland, FETAC and HETAC.

- The National Qualification Authority of Ireland (NQAI) is responsible for developing the National Framework of Qualifications.
- The Further Education & Training Awards Council (FETAC) is the awarding body for all further education and training in Ireland.
- The Higher Education & Training Awards Council (HETAC) makes awards for learning in a range of higher education and training Institutions, including the Institutes of Technology.

There are a number of other awarding bodies which make awards within the new framework:

- The Dublin Institute of Technology (DIT) and the Universities which provide programmes are awarding bodies in their own right.
- The State Examinations Commission (Department of Education & Science) awards the Junior Certificate and Leaving Certificate.

All of the awarding bodies mentioned above are included in the framework diagram.
THE NATIONAL FRAMEWORK OF QUALIFICATIONS

The outline framework comprises 10 levels and contains an initial set of 15 award types. Each level is based on specific standards of knowledge, skill and competence. The award types shown are known as major awards. In time there will also be minor, supplemental, and special purpose awards – all of which have yet to be developed. The Awarding Bodies are currently devising the structures for these award types. As this happens, the range and type of awards available at each level will grow. So too will the routes through which learners can progress.

A key feature of the new awards is that they will be made on the basis of ‘learning outcomes’ i.e. what a learner knows and can do. This is achieved by assessing the learner's abilities in the chosen award and recognising the level and range of those abilities.

WHO WILL BENEFIT FROM THE FRAMEWORK?

Learners who:
- follow a course and get a nationally recognised qualification
- undergo training in their workplace and receive recognition
- achieve an award and use it to progress further

Providers of education and /or training courses who want:
- all learners to have their achievement recognised nationally
- to offer quality assured courses leading to national awards
- to create opportunities for progression in education and training

Employers who want:
- to understand and compare different types of qualifications
- to facilitate their staff in upskilling and improving their qualifications

WHEN WILL THESE CHANGES HAPPEN?

The National Framework of Qualifications was launched in October 2003 and will be fully implemented by 2006. The awards councils, FETAC and HETAC – as well as the other awarding bodies such as the DIT, Department of Education & Science and the Universities – all have their part to play in operating the framework. FETAC's Strategic Plan 2003- 2006 outlines the milestones and dates for FETAC to fulfil its functions.

In the meantime learners want recognition for their achievements, and education and training providers need to satisfy the demand from learners for that recognition. In the further education and training sector this means that FETAC is operating several parallel processes until the full implementation of the framework. In this way people following FÁS, NCVA, Teagasc or Fáilte Ireland programmes are receiving FETAC awards for their learning. For example FÁS apprentices who complete their apprenticeship receive a FETAC National Craft Certificate (FÁS) whilst students in further education colleges receive a FETAC National Vocational Certificate (NCVA).
THE LEVELS

As a guide, the learning outcomes related to each of the 10 levels can be summarised as:

**Level 1:** Ability to learn basic facts and repetitive skills as well as to sequence learning tasks

**Level 2:** Ability to learn new skills and knowledge in a supervised environment and to carry out routine work under direction, with basic literacy and numeracy

**Level 3:** Ability to perform relatively simple work related tasks. Confirming a minimum level of employability, while incorporating practical capabilities and understanding of theory

**Level 4:** Independent learning associated with what may be required for first time entry to many occupational sectors

**Level 5:** A broad range of understanding and/or skills, which may lead to specific occupations; working independently while subject to general direction

**Level 6:** A comprehensive range of understanding and/or skills, which may be vocationally specific, and/or of a general supervisory nature. Also includes detailed theoretical understanding

**Level 7:** Appropriate to the upper end of many technical occupations e.g. higher technicians as well as junior management

**Level 8:** Being at the forefront of a field of learning in terms of knowledge and understanding

**Level 9:** Demonstration of knowledge and understanding, which is at the forefront of a field of learning

**Level 10:** Discovery and development of new knowledge and skills
APPENDIX 6

CAREER PATH & QUALIFICATIONS FOR THE CHILDCARE SECTOR

The following chart outlines the potential career opportunities within the childcare profession.

The childcare profession refers to any of the job roles that are identified in the chart. Outlined are the different branches of the profession for those working at practical level and for those that are working in the support and development of the sector.

Childcare, as defined by the Expert Working Group (1999), are services providing care and education, which are viewed as being complementary and inseparable. The term is used to describe day care facilities and services for pre-school children and school going children out of school hours. It includes services offering care, education and socialisation opportunities for children to the benefit of children, parents, employers and the wider community. Thus services such as Pre-sCHOOLS, Naíonraí, Day Care Services, Crèches, Playgroups, Childminding, Homework Clubs and Afterschools are included. The Expert Working Group also agreed that the age group to be considered would be children aged 0-14 years inclusive.

The use of the term Child Care services in the wider health sector refers to the variety of services for children up to the age of 18 years in need of the care and the protection of the state.
Regardless of where you are employed the service must comply with all relevant legislation.

<table>
<thead>
<tr>
<th>Sector</th>
<th>Types of Service</th>
<th>Occupational Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Sector</td>
<td>Montessori Schools, Pre-school Playgroup, National Childcare, School Age Childcare, Creche, Nursery, Home Environment, Drop in Centre, Steiner School, Kindergarten, High Scope Service, Room Assistants, Team Leader, Supervisor, Manager</td>
<td>Room Assistants, Room Leader, Team Leader, Supervisor, Manager, Montessori Teacher, Childminder, Advanced Practitioner, Experienced Practitioner</td>
</tr>
<tr>
<td>Community Sector</td>
<td>Montessori Schools, Pre-school Playgroup, National Childcare, School Age Childcare, Creche, Nursery, Home Environment, Drop in Centre, Steiner School, Kindergarten, High Scope Service, Room Assistants, Team Leader, Supervisor, Manager</td>
<td>Room Assistants, Room Leader, Team Leader, Supervisor, Manager, Montessori Teacher, Childminder, Advanced Practitioner, Experienced Practitioner</td>
</tr>
<tr>
<td>Health Board</td>
<td>Montessori Schools, Pre-school Playgroup, National Childcare, School Age Childcare, Creche, Nursery, Home Environment, Drop in Centre, Steiner School, Kindergarten, High Scope Service, Room Assistants, Team Leader, Supervisor, Manager</td>
<td>Room Assistants, Room Leader, Team Leader, Supervisor, Manager, Montessori Teacher, Childminder, Advanced Practitioner, Experienced Practitioner</td>
</tr>
</tbody>
</table>

Note: The types of services and roles may vary depending on the specific model of the ECCE Sector Framework.
<table>
<thead>
<tr>
<th>Sector</th>
<th>Types of Service</th>
<th>Jobs/Roles</th>
<th>Occupational Profile</th>
<th>Jobs/Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Departments</td>
<td>Traveller Pre-schools / playgroups</td>
<td>Room Assistant</td>
<td>Basic Practitioner</td>
<td>Level 2 or Higher</td>
</tr>
</tbody>
</table>
| Statutory & Regional Organisations | Special Schools  
(Special Educational Needs)  
Early Start  
City/County Childcare Committees  
Primary & Secondary Schools  
Funded Projects  
Third level Institutes & further education/training organisations  
Homework Clubs  
Breakfast Clubs               | Room Leader                        | Basic Practitioner               | Level 2 or Higher                                         |                                     |
|                                | Team Leader                         | Intermediate Practitioner         | Level 3 or Higher                                         |                                     |
|                                | Supervisor                          | Experienced Practitioner          | Level 3 or Higher                                         |                                     |
|                                | Manager                             | Advanced Practitioner             | Level 3 or Higher + Management Qualification              |                                     |
|                                | Classroom Assistant                 | Basic Practitioner               | Level 2 or Higher                                         |                                     |
|                                | Special Needs Assistant             | Basic Practitioner               | Level 2 or Higher                                         |                                     |
|                                | Support & Development Worker        | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Co-Ordinator                        | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Childminding Advisory Worker        | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Tutors/Lecturer                     | Expert Practitioners             | Masters                                                  |                                     |
|                                | Project Worker                      | Advanced or Expert Practitioners  | Degree or Higher                                          |                                     |
|                                | CEO                                 | Advanced or Expert Practitioners  | Degree or Higher + Management Qualification              |                                     |
|                                | Quality Officer                     | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Training Officer                    | Advanced Practitioner             | Degree or Higher + Teaching Qualification                 |                                     |
|                                |                                     |                                   |                                                           |                                     |
| National Voluntary Childcare Organisations | Forbaírt Naoinírl Teo  
(formerly An Comhchoiste Reeamhscailleadtha)  
Barnardos  
IPPA - The Early Childhood Organisation  
Childminding Ireland  
National Children’s Nurseries Association  
Children In Hospital  
St Nicholas Montessori Society of Ireland  
Irish Steiner Waldorf Early Education Association | Training Officer                   | Advanced Practitioner             | Degree or Higher + Teaching Qualification |                                     |
|                                | Support & Development Worker        | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Quality Officer                     | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Advisory Officer                    | Advanced Practitioner             | Degree or Higher                                          |                                     |
|                                | Room Assistant                      | Basic Practitioner               | Level 2 or Higher                                         |                                     |
|                                | Room Leader                         | Basic Practitioner               | Level 2 or Higher                                         |                                     |
|                                | Team Leader                         | Intermediate Practitioner         | Level 3 or Higher                                         |                                     |
|                                | Supervisor                          | Experienced Practitioner          | Level 3 or Higher                                         |                                     |
|                                | Manager                             | Experienced or Advanced Practitioner | Level 3 or Higher + Management Qualification            |                                     |
| Consultant                     | County/City Childcare Committee     | Information research             | Expert Practitioner                                         | Masters or Higher                   |
| NVCO                           | Funded Projects                     | Facilitation                     | Expert Practitioner                                         | Masters or Higher                   |
|                                | Teaching                            | Strategic Planning               | Expert Practitioner                                         | Masters or Higher                   |
|                                | Health Boards                       | National Advisor                 | Expert Practitioner                                         | Masters or Higher                   |
|                                |                                     | Early Years Specialist           | Expert Practitioner                                         | Degree of Higher                    |
Before undertaking any childcare training make sure the college, school, organisation or institute you are hoping to study with offer a recognised qualification which is accredited by one of the following:

<table>
<thead>
<tr>
<th>Republic of Ireland</th>
<th>Northern Ireland</th>
<th>U.K.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Universities</strong></td>
<td><strong>Universities</strong></td>
<td></td>
</tr>
<tr>
<td>HETAC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Education Training Awards Council (HETAC)</td>
<td>CACHE, NVQ, NNEB</td>
<td>CACHE, NVQ, NNEB</td>
</tr>
<tr>
<td>National Diploma in Applied Social Studies (Social Care)</td>
<td>City &amp; Guilds London Diploma</td>
<td>City &amp; Guilds London Diploma</td>
</tr>
<tr>
<td>BA Degree in Applied Social Studies (Social Care)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Froebel College:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.Ed. Trinity College Dublin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Further Education Training Awards Council (FETAC) | |
|                                                |      |
| • FETAC Level 1 – Childcare |      |
| • FETAC Level 2 – Childcare |      |
| • FETAC Level 3 – Childcare |      |
| FETAC Award Codes: |      |
| DCHSC – Childcare |      |
| DCHXX – Childcare Supervisor |      |
| DCHCC – Community & Health Services – Community Care |      |

| FAS | |
| FAS FETAC Level 2 – (NCVA Level 2 – only relevant for trainees already on NCVA Course with FAS) |      |

| Montessori | |
| Association Montessori Internationale |      |
| St. Nicholas Montessori College Ireland |      |
| HETAC Accredited |      |

| Irish Steiner Kindergarten Association | Steiner Fellowship UK | Steiner Fellowship UK |
| Steiner Fellowship UK Diploma |      |      |

| High/Scope | |

For example you could be studying for a Montessori Diploma with St Nicholas Montessori College; this is a three-year full time course, which is accredited by HETAC.
# APPENDIX 7

## EOCP Capital Workplan

**Group Name:**

**Please note:** the workplan will be cross-referenced to the quotations you have submitted (3 quotations should be submitted for any goods and services > €1200) could you please indicate in column 2 + which supplier/service provider you have chosen to use.

<table>
<thead>
<tr>
<th>COSTINGS</th>
<th>A — TOTAL COST Including VAT €</th>
<th>Quotation Reference: Supplier name (Please see note at top of workplan)</th>
<th>B — Already PAID prior to Approval (date of DJELR Letter) €</th>
<th>A - B Balance to Fund €</th>
<th>NAME SOURCE OF FUNDS</th>
</tr>
</thead>
</table>

### Preliminary costs (** these costs should be met by the group’s own funds**)

- **Costs for Planning Application**
- **Fire certificate**
- **Architect**
- **Other (please list) Planning Contributions**

### Construction costs

- Architect Costs
- Build & Construction Costs
- Other Associated Building costs
- Plumbing
- Electrical work
- Driveway
- Heating

### Child Care Specific Equipment

- Books
- Child Care Equipment (Used for Children)
- Other Equipment:
  - Furniture
  - Computer
- Outdoor Play Areas
- Toys
- Other (Please list)

### Fixtures and Fittings

- Storage
- Kitchen & Fittings
- Sanitation
- Other (Please list)

### TOTAL COSTS

1. Please ensure all costs are inclusive of VAT
2. You must sign and date this document as an agreement to the above workplan.

**Work Plan Approved by:**

**Group Name:**
# APPENDIX 8

## PROJECTED INCOME & EXPENDITURE

**INCOME**  
**RUNNING COSTS ONLY**  
(no capital related income included here)  

<table>
<thead>
<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Please detail  
  x children ¥€y per week/month/day ÷ z  
  weeks/months/days |        |        |        |
| **Grants** |        |        |        |
| (please list & note  
  if committed or not) |        |        |        |
| **EOCP Grant** | (if applicable) |        |        |
| **Fundraising** |        |        |        |

**Total Income (A)**  

**EXPENDITURE – RUNNING COSTS**  

<table>
<thead>
<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and related costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rent and rates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Consumables –**  
  food, cleaning products etc. |        |        |        |
| **General Overheads** |        |        |        |
| **Other:** |        |        |        |

**TOTAL EXPENDITURE (B)**  

(A) – (B)  
**EXCESS INCOME + EXCESS EXPENDITURE -**  

Signed:  
Position:  
Date:  

---
APPENDIX 9

EOCP STAFFING WORK PLAN (Community Providers ONLY)

<table>
<thead>
<tr>
<th>Name of Provider: ......................................................................................................................</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SALARIES TO BE FUNDED BY EOCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Please sign as agreement to the above Workplan

Approved by:

Group Name: ___________________________ Date: __________

*** Including, PRSI, Employers pension contribution & PPF increments
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DEVELOPING A CHILD CARE SERVICE - STEP BY STEP CHECKLIST
OPENING A CHILDCARE SERVICE -

STEP BY STEP CHECK LIST

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>RESEARCH</td>
</tr>
<tr>
<td>2.</td>
<td>SERVICE LOCATION</td>
</tr>
<tr>
<td>3.</td>
<td>LEGAL REQUIREMENTS</td>
</tr>
<tr>
<td>4.</td>
<td>START UP COSTS</td>
</tr>
<tr>
<td>5.</td>
<td>ONGOING FINANCE</td>
</tr>
<tr>
<td>6.</td>
<td>BUSINESS PLAN</td>
</tr>
<tr>
<td>7.</td>
<td>CONSULTATION</td>
</tr>
<tr>
<td>8.</td>
<td>MARKETING</td>
</tr>
<tr>
<td>9.</td>
<td>STAFF</td>
</tr>
<tr>
<td>10.</td>
<td>POLICIES &amp; PROCEDURES</td>
</tr>
</tbody>
</table>