**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**ADMINISTRATIVE POLICIES & PROCEDURES**

**March 2024**

**Admission Policy**

It is the policy of SuperKids that our service is open to all families in our community. We are committed to operating fair and open admission procedures as set out below:

* each child must be at least 2years and 8 months old when starting at SuperKids;
* parents seeking a place for their child must complete an enrolment form and any other relevant forms/paperwork as may from time to time be required;
* a completed enrolment form must be lodged with SuperKids prior to the child attending the service;
* priority will be given to children who meet the requirements of ECCE or AIM; and
* if there are no remaining places a waiting list will be drawn up;

**Arrival of Children**

SuperKids requests that parents/guardians/carers endeavour to ensure that their child arrives on time.

For safety reasons only the main entrance will be used.

**Collecting Children**

It is the policy of SuperKids that children may only be collected by the person(s) named on the registration form.

The parent/guardian/carer must notify staff if an alternative person is to collect the child.

Children must always be collected on time.

**Record Keeping**

It is the aim of SuperKids and Munterconnaught Community Development Association CLG, being the registered service provider of SuperKids, to maintain and retain all records in accordance with The Childcare Act 1991 (Early Years Services) 2016.

This policy should be read in conjunction with the Data Protection Policy and the CCTV Policy – available on the website [www.munterconnaught.ie](http://www.munterconnaught.ie).

All relevant records are developed, maintained and filed/sored in accordance with the relevant legislation and the guidelines as issued from time to time by the relevant childcare agencies.

Under the terms of The Freedom of Information Act 1997 parents will only have access to information regarding their own child.

SuperKids will only share information with other professionals or agencies with the consent of the parents concerned or without such consent in respect of a legal responsibility/obligation in relation to Child Protection Issues and/or as may be required from time to time by any of the statutory childcare agencies and/or authorities..

All written records should be factual and impartial.

All required records are kept up-to-date and accurate at all times.

All personal/sensitive data is filed/stored in locked cabinets.

All personal/sensitive data held on SuperKids’ computer system is password protected.

Data, whether written or stored in the SuperKids’ computer system, will be held only for such time as is required by legislation and/or the guidelines of the relevant childcare agencies

**Confidentiality**

As set out in the Data Protection Policy, it is SuperKids’ strict policy to keep confidential all personal information about children, families, staff, volunteers and students involved in the service. The subsequent procedures are as follows:

* parents may have access to records kept by SuperKids but only in respect of their own child;
* all new staff, volunteers and students will be informed of this Confidentiality Policy as part of their induction programme; and
* information held by SuperKids in relation to Child Protection & Welfare issues will be stored securely and only shared on a need-to-know basis.

**Fire Safety**

The Fire Safety Officer for SuperKids is the Manager, Natasha Murdock. In her absence, Room Leader, Valerie Keelaghan will act as Fire Safety officer.

All children will be instructed in evacuation procedures.

Regular fire safety drills will be held and records kept of all such drills.

Notices regarding Fire Safety and Evacuation Procedures will be posted on the main notice board.