



17 QUEEN STREET
DERRY
BT48 7EQ
02871 360777

Email: crèche@derrywellwoman.org



PUTTING FAMILIES AND CHILDREN FIRST IN A SAFE INCLUSIVE ENVIROMENT!

***To ensure we continue to provide a high quality service
we Value your feedback and
suggestions.***



2024/2025



Creche Staff

Crèche Co-ordinator : Yvonne ODoherty

Level 5 in management in children's care, learning & development

First Aid Level 3

Designated Child Protection Officer

Health & Safety

Crèche Assistant : Una Mc Daid

Early Childhood Studies

All Crèche staff are registered and vetted through the Western Health and Social Care Trust., Early Years.

Staff are highly trained with regular updated and new training, staff are welcoming and approachable.

Staff are committed to providing children with a positive creche experience and promote a positive behaviour policy

Designated child Protection Officers

Philomena Mahon 02871360777

Rhonda Murphy 02871360777

Yvonne ODoherty 02871360777

Our Crèche

CRECHE SERVICES

- **We Provide a high quality free of charge service for children from eight weeks to 4 years.**
- **Enables parents/guardians/carers to participate in the Centre's services.**
- **Creche Slots must be booked along side courses on enrolment days. The Crèche caters for six children at a time.**
- **We provide two creche sessions per day/morning 10am-12noon & 1pm—3.30pm Mon to Fri.**

Little Explorers Programme

- **Little Explorers programme is available during free sessions, it is a 12 week programme aimed at helping children overcome attachment issues and boost their self confidence. Please Speak to a member of staff for availability and waiting list.**
- **We provide an inclusive environment, activities are planned around each child's needs and interests and are planned to include all children taking into account the mixed age group.**
- **Activities promote the 6 areas of Child development.**
- **Staff will work in close partnership with parents/guardians/Carers and will email regular updates & pictures of children at play.**

Registration and Membership



The DWW Creche is registered with the Western Health and Social Care Trust



Members of Early Years the organisation for children and young people



The Western Area Childcare Partnership provides up to date training

Derry Well Women Crèche is registered with Western Health & Social Care Trust and is therefore subject to Annual Inspections by HSC Early Years Team. As part of this Inspection the Early Years Team will have access to records including Registers, Incident & Accident Reports and Pre and Post Assessment/evaluations. Also parents may be asked to give consent in registration forms for their details to be passed on to WHSCT for your feedback for annual inspections/evaluations.

INSURANCE:

- ◆ Our Creche is insured by Aviva
- ◆ Policy Holder: Derry Well Women
- ◆ Expiry Date: 07/10/2025
- ◆ Type: Liability



ABOUT US



Derry Well Women Creche

Aims To Provide

A Safe, Fun, Stimulating, Welcoming,

Diverse, Inclusive environment

Where Each Child is Paramount!



Daily Room Plan & Routines

- ***Settling in Free Play***
- ***Group Physical Free Play***
- ***Planned Activity***
- ***Group Break Time***
- ***Music & Rhyme***
- ***Exercise/Dance***
- ***Outdoor Play***
- ***Home Time***



BBC
**Children
in Need**

Creche Aims

- To encourage children to gain early independence by managing apart from their Parent/carer for a short time.
- To assist children to develop a sense of their own identity and positive self regard.
- To provide children with life enhancing experiences which contribute to a positive start in their lives.
- To provide resources & activities to promote self esteem and inclusion and acceptance.
- To support the positive development of the Mother/Baby relationship.
- To ensure we continue to provide a high quality service, we Value your feedback and suggestions.



ETHOS

- Working to Children in Need ambitions that every child is happy, safe and realising their full potential.
- Every child is Paramount

Settling in Process

For mothers and babies coming into the centre it can be a daunting experience, especially if they are separating from each other for the first time.



Our crèche has a Settling in Process to help you and your child to be more comfortable and content.

This enables your child to separate from you and to experience their own space and develop their personal skills.

It also provides you with an opportunity to get to know Derry Well Women, its staff, its routines and its policies.



Creche

FIRE DRILL

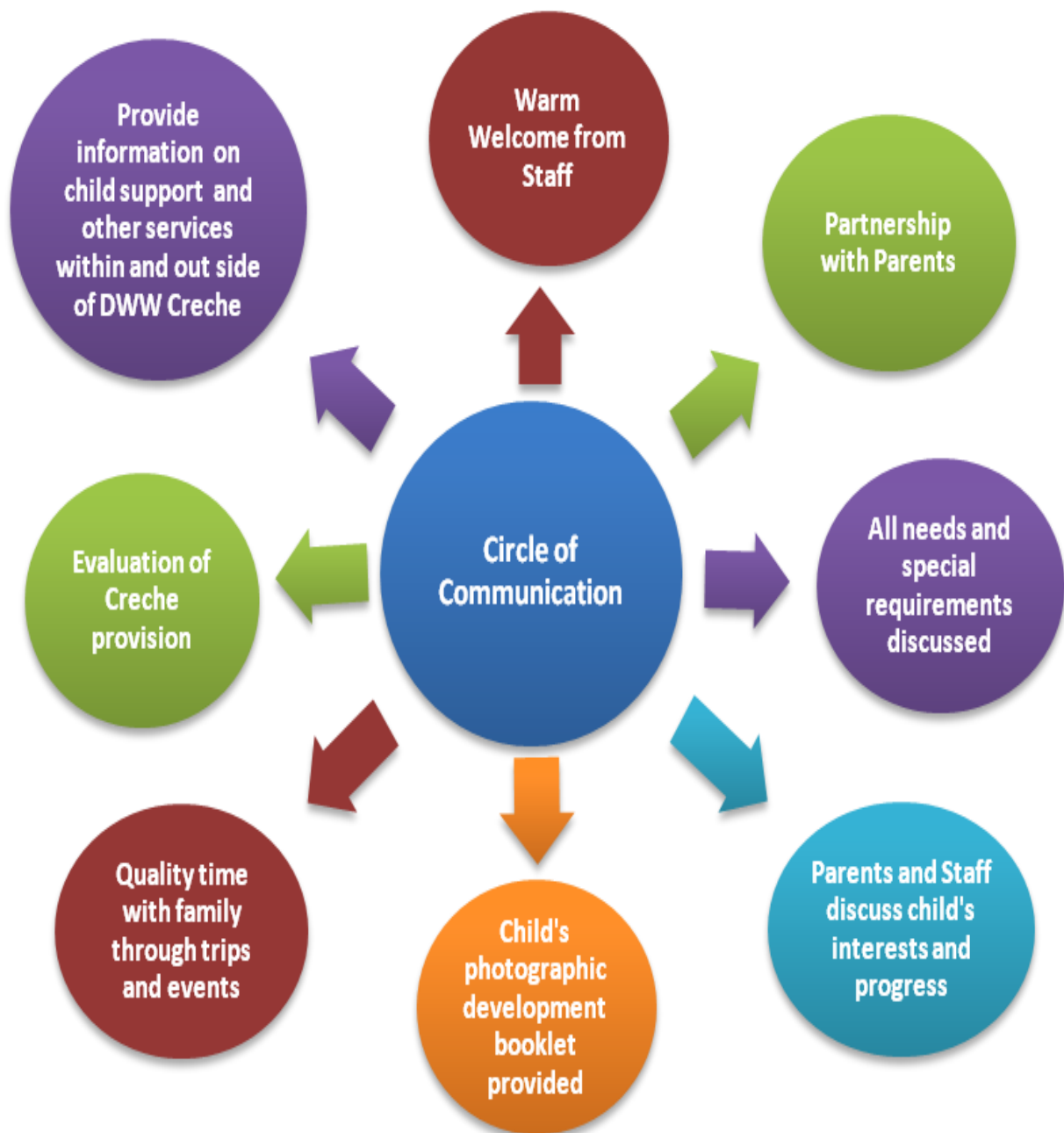
- ◆ **When fire alarm sounds Crèche Assistant takes up position at crèche fire exit with register.**
 - ◆ **Crèche Leader begins to evacuate the children in a calm Manner, while Crèche Assistant does a Roll Call**
 - ◆ **Crèche Leader assembles with the children in THE LANEWAY the rear of the premises OR at the Corner of the Church on Clarendon Street/QUEEN STREET**
 - ◆ **Crèche Leader makes sure that all children have been evacuated and are safe. (names of parent and child are checked against our Signing in Register)**
 - ◆ **It is extremely important that all exit routes are kept clear at all times**
- Staff stay with children until it is safe to return to the building or until they have been collected by their Parent/Carer**



Coming together through the Creche

The Crèche works in partnership with parents/carers/guardians involving them in their child's development during their time at creche. These opportunities enable parents to gain awareness and to get involved with their children's learning supporting a positive impact on the parent/baby relationship.

FEEDBACK We value your input and feedback through our comments box and evaluations and verbal communication.



Supporting Mother and Child together under one roof

**Activities planned
on individual
needs & interests**

**Play Opportunities,
Physical, Social and
Emotional**

**Outings &
Trips**

**Observations and Child
Development Booklets**

**Healthy Eating &
Nutrition classes**

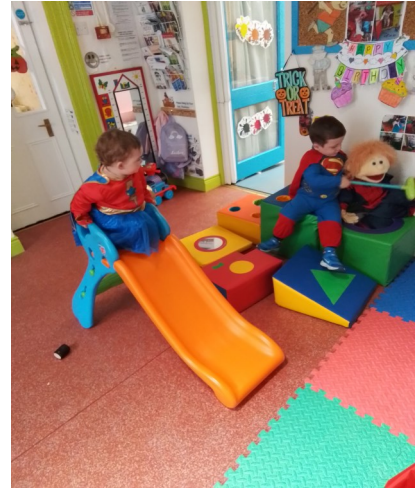


**Quality Time for all
the Family**

Our crèche is central to the organisation as it supports both Mother and Child as an emotional unit under one roof, enabling each of them to avail of a safe, confidential, supporting, non judgemental, inclusive space to develop at their own pace.

Programmes for Parents of Young Children

- **Ante-Natal**
- **Baby Reflexology/
Massage**
- **Baby Swim**
- **Breast Feeding Support**
- **Child Development**
- **Paediatric First Aid**
- **Mindful Parenting**
- **Post Natal depression
“Minding Mum”**
- **Little Explorers**
- **One Day Health Pro-
motion Events**
- **Family Outings**
- **Stay and Play**
- **CBT**



Learning through Play

A wide range of structured and free play opportunities are provided to ensure the physical, intellectual, emotional and social development of all babies and toddlers whilst building their confidence, self esteem and enhancing their wellbeing.

To facilitate each child's interests we provide a variety of equipment, materials and activities for different ages and stages, along with multi-cultural toys which enable the children to explore diversity and develop multi-cultural awareness. We provide a wide variety of recycled materials, which are less expensive and give lots of enjoyment. Parents can receive a copy of our Play Policy which outlines in detail the range of activities on offer.



INCLUSION



Our setting integrates the Media Initiative for Children Programme into our children's learning and activities.

The programme provides social and emotional learning promoting understanding of and respect for differences through the use of Persona Dolls.

Quality Time for the whole family

Outside of the Crèche quality time for families is provided at the end of each term through Trips and Events.

This makes good use of our local resources and overcomes the limits of our small Crèche by offering more experiences and play opportunities. Parents can request a copy of our Trips Policy



Observations and Child Booklets



If your child attends the crèche for more than 4 sessions they will be provided with a Development Booklet.

SEN: If your child is in need of additional support he/she will be allocated a Key Worker in order to monitor his/her development and to maintain an easier flow of communication and support for you and your child. All activities are inclusive and are planned on individual children's needs and interests

Policy- Parents can request a copy of our Additional Needs Policy

Sensory- Sensory play is also planned around children with introduction of holistic play, messy play, arts n crafts, music sessions with sensory lights and bubble machine and dance cloths



Healthy Breaks

Our crèche promotes healthy eating for children. We provide a variety of fruit options.



Parents are asked to explore healthy eating with their child at home and bring their child's preferred option into the crèche for their break time.



Guidelines

To enable you and your child to feel safe, and in order to Comply with regulations set out in the NI Children's Order, there are a number of Policies and Procedures in place.

1. When leaving your child in the crèche it is important that you fill in a registration/consent form.
2. You will be asked to specify any special/additional needs or requirements your child may have including dietary requirements.
3. You are asked to bring along a change of clothes, nappies and a small snack if required. A drink and fruit are provided by the Crèche.
4. You are asked to explore healthy options of food with your child at home and bring your child's preferred choice into the crèche for their break time.
5. Please note the fire drill procedure, in particular, the collection point for your children.
6. Derry Well Women operates an Infection Control Policy to prevent cross infection and which requires that you do NOT bring along any child who is unwell especially if they have vomiting and diarrhoea. The exclusion period recommended is 48hours after infection.
7. Please take all valuables with you when leaving the child's bag in the crèche
8. You are asked to ring the day before if your child cannot attend the crèche.
9. If two sessions are missed without a viable reason or a phone call then the child's place in the crèche will be lost.
10. You will be asked to complete an evaluation form relating to crèche provision at the end of the course. A post box is available to ensure comments remain anonymous.
11. If your child will be attending the crèche for more than 4 sessions they will be provided with a development booklet.
12. You will be kept fully aware of your child's progress, activities and Behaviour.
13. It is important that you read the Behaviour Management, Childrens personal Care and Toileting Policies and discuss with staff any concerns.
14. You will be informed of all accidents/incidents within the crèche and will be requested to read and sign any forms provided.
15. If another person is to collect your child, both crèche staff and child should be informed beforehand and a consent form filled out.

Partnerships

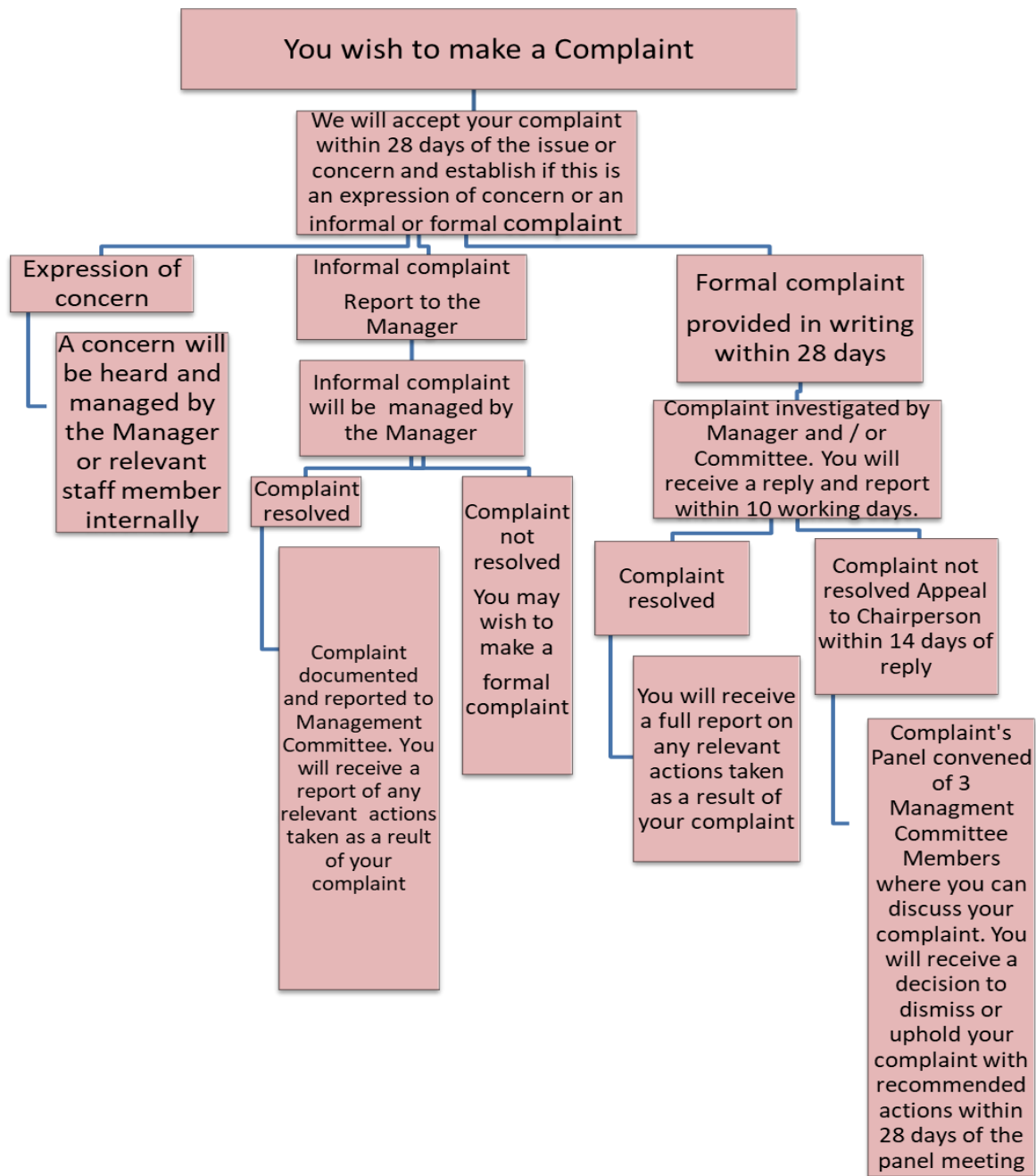
To maintain and update the quality of our crèche provision we ensure that staff are continuously updated on the latest thinking and development in Childcare.

We work as a close team alongside staff, volunteers, students and facilitators. We network with other childcare agencies and professional bodies.

Partners Working Together for a Better Childcare Service Maintaining Best Practice



COMPLAINTS FLOW CHART



***All concerns and complaints will be managed by the Manager and Management Committee.**

The Complaints Panel will be chaired by Philomena Mahon Chairperson

Policies



The following Policies are included at back of booklet

- **Safeguarding our Children Policy and Procedure**
- **Complaints Policy & procedure**
- **Promoting Positive Behaviour**
- **Personal Care & Toileting**
- **Parents Access to records**
- **Whistle Blowing Policy**
- **Medicine Management Policy**
- **Infection Control**

A detailed list of all Derry Well Women's Crèche Policies are available on request



Western Health
and Social Care Trust

early years
the organisation for young children



BBC

**Children
in Need**



ADMISSIONS POLICY

Our policy is that the Crèche positively promotes a safe inclusive diverse environment.

Our Crèche works on a first come first served basis and all places must be booked in advance of programmes beginning. This can be done on enrolment days (three times per year) and also with an agreed arrangement with the Crèche staff in relation to certain activities e.g. counselling.

Places within the Crèche are available to women attending Counselling, Support Groups and Classes.

The Crèche caters for six children at any one session.

We provide two hourly sessions, twice daily, five days per week offering quality care for each individual child.

Since Covid we developed a Little Explorers Programme to provide parents with respite. This operates two days per week at present and places are again available on a first come first served basis with a waiting list.

Activities within the Crèche allow young children to enter a small social group.

The Crèche is a steppingstone from which children can move on to nursery or play school.