



Welcome to Konfident Kidz!

Start Date

All Classes start Mon 9th Sept. 2019

We are delighted to welcome you to a new term with Konfident Kidz. At Konfident Kidz making a child feel comfortable & confident is our responsibility. It's not just about being a confident speaker but also about feeling happy in his own abilities and person.

Below you will find our policies, information and guidelines for the year. Please familiarise yourself with the contents and if you have any queries regarding same please don't hesitate to ask evaleen@konfidentkidz.ie

What does my child bring to class?

Stage classes will need to bring a plastic A4 folder and a pen.
Klub and Konnect don't need to bring anything and activities will be emailed out to parents each week.

How do I pay?

Fees can be paid in the following 3 ways:

1. Online payments through our website. "Existing Pupils"
2. By Phone 087 2945 977
3. Cash in class but will only be accepted if in a sealed envelope with your child's name, class and venue written on it and given to the teacher. You will receive a receipt by email.

Fees for each class are outlined on our website under each class. Fees are payable in Sept and in Jan.

You can read our Refund Policy here: <https://konfidentkidz.ie/seo/about-us/refund-policy/>

Where are classes on?

Our venues are as follows:

Bishopstown; St. Catherine's NS, Bishopstown Avenue (Main Hall and Tir na nOg)

Ballinlough: St. Anthony's Boys NS (Junior Infants Room 1.30 and Room near the gym after 2.30)

Ballincollig: Ballincollig GAA Hall (main hall and adjacent building)

Midleton: Midleton Educate Together School Hall

Teachers

We are delighted to have such dedicated, patient and creative teachers on board.

Each teacher's bio is available to read on www.konfidentkidz.ie

All of our teachers have been Garda vetted.

We always endeavour to have the same teacher with the class for the entire year. Unfortunately this may not always be possible due to illness, family crisis or accident. In such an event we will try our best not to cancel a class. This may mean on the very odd occasion that we may have to call in a substitute teacher.

Admin

If you have any queries regarding fees, enrolments or changes to your details please contact accounts@konfidentkidz.ie. All updates and newsletters will be sent to parents via email. Please ensure we have your correct and up to date email address. All other queries should be directed to your child's teacher or to evaleen@konfidentkidz.ie. Please remember that we are a small business and we heavily rely on our classes being full. If for some reason you decide not to continue after Term 1 we would really appreciate a text or email to tell us so, otherwise we will be holding your child's place for no reason.

Child's Progress

We are always happy to discuss your child's progress. Please contact your child's teacher by email and she will get back to you at a convenient time. Unfortunately at the end of class is not always convenient for a talk if another class is coming in.

Each teacher has their own email address with their first name @konfidentkidz.ie (eg. evaleen@konfidentkidz.ie)

Stage Classes: Exams & Feis

Feis Maitiu

Children can take part in Feis Maitiu drama and verse speaking competitions in our Stage Classes. Closing Date for Feis entries is towards end of November and The Feis is on throughout Feb-April. Konfident Kidz is not an agent for Feis Maitiu and any cancellations or requests for refunds should be brought to the attention of Feis Maitiu Office. Parents must request an entry card from the teacher before the closing date and send it to the Feis Office along with the accompanying fee. Feis Fees cannot be accepted by Konfident Kidz teachers. You will get a note for Feis in class.

Exams

We take our exams with The Irish Board of Speech & Drama.

Our pupils take exams in December. They usually take place around 6th-8th Dec usually on a Saturday so please make sure your child is available around this time when entering. The Closing Date for entry is early Oct. You will get a note about exams in class.

POLICIES:

Arrival and Departure Policy

Class times should be adhered to at all times. Children should be dropped into the venue and accompanied to the room by a parent or guardian. If your child is collected from school classroom by a Konfident Kidz teacher then please inform us if your child is not able to attend class early that day to ensure the safety of your child. Children should not be dropped to the venue before class time. Children should not be dropped to the venue if their Konfident Kidz teacher is not present. Children should be collected by a parent/guardian from the classroom or designated meeting point if on school grounds. ***Children will not be allowed walk home or be collected elsewhere unless permission has been given in writing by their parent/guardian to their teacher and to Konfident Kidz Office.***

Complaints/comments policy.

We are committed to a quality service and a quality place of work. We welcome any comments and will work quickly to resolve problems or complaints. We welcome any feedback which will help us provide a continuing best service to parents/guardians and their children. Complainants may do so informally by phone or email to Evaleen.

Medical Administration policy.

Konfident Kidz Staff do not administer medicine.

Emergency Policy

In the unlikely event where a teacher is unable to take a class.

We will call a substitute teacher to take that class, failing that we have no option but to cancel the class.

Where we have to cancel at short notice we will contact everyone by text.

Where an emergency occurs during class all pupils will be brought to safety and parents will be contacted immediately.

Child Illness Policy

Parents are asked not to send children if they have a temperature, or have been sick in the previous 36 hours. This is to prevent spread of infection amongst children.

In the event of a medical emergency a child's parents will be contacted immediately. If a parent is not available then our next option is to call for medical help for your child.

Recording Policy

On enrolment parents/ guardians are asked to give their consent for Konfident Kidz to record or photograph their children in our classes. Permission must also be granted to publish recordings and pictures. Should any events be recorded parents will always be notified in advance.

Child Protection Policy

Konfident Kidz is fully committed to safeguarding the wellbeing of children and young people with whom we work. Konfident Kidz has implemented procedures for child protection.

We will adhere to the recommendations of;

Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth affairs.

The Designated Liaison Person (DLP) is Evaleen Whelton

In its policies, practices and activities, Konfident Kidz will adhere to the following principles of best practice in child protection and welfare:

We will

1. recognise that the protection and welfare of children is of paramount importance
2. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
3. adopt safe practices to minimise the possibility of harm or accidents happening to children
4. develop a practice of openness with parents

Code of Behaviour

We have implemented procedures covering but not limited to: Code of behaviour for all staff;

Confidentiality and record keeping;

Recruitment and selection of staff;

Staff management and supervision; Involvement of primary carers; Incidents and accidents.

Behaviour and Anti Bullying Policy

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Bullying in any form is not tolerated in our classes. Any serious incident will be recorded by the teacher in our Incident Report Form and kept for our records. Konfident Kidz has a policy to explain the problem in the class, talk to the children involved and involve parents if necessary.

Any child who becomes distressed in class will be comforted and removed from the situation until it has been dealt with.

Staff Behaviour Policy

Our policy applies to all staff and volunteers working for Konfident Kidz.

We practice safe recruitment in checking the suitability of staff and volunteers to work with children. Konfident Kidz employees accept and recognise their responsibilities regarding the safeguarding of children and will endeavour to carry these out by:

Having an awareness of the issues which cause children harm;

Following the procedures and protocols set out in this document for the recruitment and selection;

Being proactive in implementing this policy in so far as it is appropriate to their work.

Welfare is paramount in all decisions, activities and programmes involving vulnerable / young people and children.

Konfident kidz will provide safe spaces for them, ensuring they are safeguarded, physically and emotionally, in a healthy fun environment.

Actively listen to them, taking account of their expression of needs and concerns.

Value and respect them as individuals.

Involve them in decisions made about them, in as participative and appropriate manner as possible.