

 Killorglin Community Childcare Centre CLG		ROOM COMMUNICATION POLICY			
POLICY NO.:	CCP No. 28	REV. NO.:	1	REV. DATE:	05.10.2026

PREPARED BY: <u>Rachel Aborn</u> Centre Manager	Date: 22/9/26
APPROVED BY: <u>[Signature]</u> Board of Directors	Date:

At Scamps and Scholars Early Years Education and Care Centre we use an online app/educational software system to update parents and keep them informed of their child's daily activities and overall development while attending our centre.

This communication system is a mobile and web-based app that allows our Early Years Educators to capture, store and communicate information to parents and guardians. The app allows parents/guardians and staff to monitor, track and interact with the child's learning and development. The app can track/record daily updates, attendances, milestones, nappy changing, sleeping and much more.

With consent from the parent/guardian their child's photograph can be taken and uploaded to the app. (see Photography and Video Policy). This facilitates a two-way communication system whereby the parents/guardians can see what their child does during the day and vice versa the staff can see activities the child enjoys at home, if it is the parents wish to share them. This service is for the parents/guardians of the child and only applies to their child.

The staff at Scamps and Scholars are restricted to accessing this app during working hours only. Staff can access the app through the Android tablets provided in each of the rooms. It is forbidden for the staff to log in to the app through a mobile device or after their normal hours of work.

The app will help us to keep up to date records and be fully compliant with the Child Care Act 1991 (Early Years Services) Regulations 2016. The app will allow the Early Years Educators to work more efficiently by eliminating repetitive and time-consuming paperwork, thus allowing more quality time spent with the children.

It is mandatory that all parents are using this system as the paper-based communication system is no longer in use in the centre.

If you would like more information, please contact a member of staff in your child's room.