

Sample Statement of Purpose and Function

Note: This is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required which reflect the practice of your service.

Sample Policy Statement

The purpose of **NAMED SERVICE** is to provide quality, affordable early education to pre-school in the local community. It is a community/private service and is classified as a full-day care/sessional/part-time/temporary service under the Child Care Act 1991 (Early Years Services) Regulations 2016. It is open for X weeks per year from X August/September to X June/July. We can cater for X children at any one time (X number of rooms with max X number of children per year).

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Rationale

This is a description of your service that includes who the service is aimed at, the type of service provided, the opening hours as well as the age range and the number of children that can be catered for in the service. Below is a standard template Statement of Purpose and Function.

Mission of Service: Include an outline of the objectives, aims and purpose of your service here.

Setting Details

Name of Setting	
Address	
Eircode	
Registered Provider	
Person in Charge	
Deputy Person in Charge	
Contact Telephone Number(s)	
Email address	

Description of Setting

Type of Setting (Full/Part Time Day Care/Sessional Preschool/Temporary)	
Who the service is aimed at	
Community or Private	
Age range of children attending the service	
Curriculum/Programme being followed	

Number of weeks open	
Opening hours	

Number of children and staff

Full Day Care/Part Time Day Care	Number of Children	Adult Child Ratio
0-1 years		
1-2 years		
2-3 years		
3-6 years		
Sessional Preschool		
0-1 years		
1 -2.5 years		
2.5-6 years		
School Aged Children		
Total number of children		
Total number of staff		

List of Policies and Procedures available in **Named Service:**

Person Responsible: _____

This policy was adopted by (NAME OF SERVICE) on Date: _____

Signed by: _____ On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____
