



St. Multose National School

Before & After School Club Policy

Policy ratified by Board of Management: 26/11/2018

Policy reviewed and updated:

Terminology:

The Before and After School Club operates before and after the normal school hours. It also includes an infant school club between 1.30 p.m. and the end of the school day (2.30 p.m.)

Introduction:

The club exists to provide high quality out-of-school hour's childcare for our families. It provides a range of stimulating and creative activities in a safe environment.

The breakfast club operates from 8.00 – 8.45 a.m. during term time.

The after school club operates from 2.30 p.m. – 5.30 p.m. during term time, excluding Staff Training days and bank holidays. There will be no after school club on days when school closes early.

N.B. The Homework Club, facilitated by Ms. Curtin, operates on Mondays, Tuesdays and Thursdays from 2.30 p.m. – 3.30 p.m.

A copy of this policy is provided to all parents/guardians of children attending the club and is also available on the school website. The charge for both Breakfast and After School Clubs is €5 currently. The pricing is reviewed on an annual basis.

All parents/guardians must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions:

- Only children attending St. Multose N.S are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/guardians will received a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using a registration book at each session.
- Parents/guardians who have completed the registration process, but have not booked their child/children into a particular session may request a place, subject to availability. This arrangement should be made directly with the facilitator. In such circumstances, a written note will be added to the register.

Capacity:

- Before School (Breakfast) Club: 15
- After School Club: 15

Mobile phones and photography

Parents/guardians, other collecting adults or pupils are not permitted to use their phones in school or take photographs.

Anyone found using their phone will be asked to show any pictures taken on the phone or be reported to the Gardaí.

Toilets:

Parents/guardians are not permitted to access or use the toilets in the school.

No Smoking:

We are a non-smoking site.

Before School Club:

- Parents/guardians are required to bring their child directly into the club and sign them in with a member of staff. Parents should enter the club via the emergency exit to the 4th class classroom (Miss Giles's classroom).
- Children will be escorted to the main door at 8.40 a.m. by the club staff.

After School Club:

- On Wednesdays and Fridays, when there is no Homework Club, children in Infants will remain in their current classroom until the end of the school day (2.30 p.m.). Then, they will be escorted to the 4th class classroom where they will be joined by children from 1st – 6th classes for the remainder of the club.
- On Mondays, Tuesdays and Thursdays, After School Club will remain in the library/Infant classroom until 3.30 p.m. Then, it will transfer to the 4th class classroom.

Departure:

- When a child is collected at the end of or during a session, they must be signed out by a parent/guardian or named collector and the time recorded.
- The parent/guardian or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/guardians must ensure that any person, who may collect their child, is listed on the registration form and that it is kept fully up to date.
- Parents/guardians must inform club staff if their child is going to be absent from the club by contacting Sue O'Riordan 087 8525798.

Activities:

- There will be a range of games and creative activities during Breakfast and After School Club.
- If you wish your child/ren to eat breakfast during Breakfast Club, please discuss with the facilitator.

- If your child/ren are availing of the After School Club, please ensure they have an extra lunch and a drink to have then.
- Please ensure you inform the facilitator if any child has special dietary needs.

Behaviour:

Whilst attending Clubs children are expected to follow the school Code of Behaviour and Anti-Bullying Policy.

First Aid:

Please inform the facilitator if any child has special medical needs. The school Administration of Medication policy applies to all clubs.

Parents/guardians of any child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the class teacher will inform the club of their absence.

Missing or uncollected children:

Missing children:

In the event that a child goes missing, the following procedure will be undertaken:

The facilitator will contact the missing child's parents/guardians immediately. The club facilitator will search the inside of the building and delegate the outside of the building to another member of staff. If a child remains missing, the emergency services will be contacted.

Uncollected children:

If a child has not been collected by 5.30 p.m. parents will be contacted in the first instance by telephone.

The additional contact, parent have provided, will be telephoned in the second instance. If these contacts are unavailable after an hour, the Gardaí and TUSLA will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.30 p.m. onwards at €1 per minute per child. This charge will be added to your bill. Please call the after school club on xxxxx if you're going to be late.

Payment of Fees:

Fees are to be paid in advance and payment is due for all contracted sessions, even if your child is unable to attend their booked session.

The parent/guardian signing the club's registration form is known as the 'contracting parent/guardian' and is responsible for payment of all fees.

Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents/guardians will be informed when sessions have been released via text message and the school newsletter.

The current capacity is 15 children.

Parents/guardians can change or cancel their session up to 1 week prior to their child attending a specific session, without incurring a charge. Any change or cancellation after this point is non-refundable.

Related School Policies:

The club is an extension of the school though the school has no responsibility for the day to day running of the club. All school policies apply.

- Child Protection Policy
- Health, Safety and Welfare
- Administration of Medication Policy
- Acceptable Usage Policy
- Code of Behaviour
- Anti-Bullying Policy
- Data Protection Policy

St.Multose National School Before and After School Club Agreement

I (PRINT NAME) parent/guardian of
have read the club policy and agree to abide by the terms therein.

- I accept that I am the 'contracting parent/guardian' for the above child and agree to make payments in advance.
- I understand that if my account is in arrears, I will be contacted by a member of staff and will lose my current and future bookings.
- I understand that I can change or cancel sessions up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being reissued.
- If I think I may be late (for any reason), then I will, out of courtesy, immediately contact the After School Club staff.
- Breakfast Club: I understand that my child will need to be present by 8.15 a.m. in order to have time to eat breakfast.
- I understand that a fee will be applied for late collection from 5.30 p.m. onwards at a rate of €1 per minute per child. This fee will be added to my bill.
- I understand that I am not permitted to use my phone or take photographs in the school setting.
- I understand that my child is not allowed to have a mobile phone on school property.
- I understand that, as a visitor, I am not allowed to access the school toilets.
- I agree to keep all contact, medical, dietary and other information up to date with the facilitator, as I understand this will be used by the club.
- I will phone the after school club when necessary and I have added this number to my contacts.

Please provide, on the list below, names of individuals authorised to collect your child, including parents/guardians and carers. I understand that the club will not release your child to anyone else.

Authorised collectors (Block capitals)

Parent/guardian's signature

Date