******

**CONTACT INFORMATION**

**Program coordinator** Karolina Wierzbinska

**Program Manager** Belmayne Educate Together Board of Management

**Contact Phone:**  087-1613836

**E-mail:** belmayneafterschool@gmail.com

**After School Club Staff**

**Karolina Wierzbinska**

**Anne McDonnell**

**Maeve McNeill**

**Louise Mulligan**

**Michelle Genc**

**Cristina Font**

**HOURS OF OPERATION**

Monday to Friday (during school term) from 1:20pm – 6:00pm

Monday to Friday (school holidays) 9am – 6:00pm

Belmayne After School Care is closed for all bank and public holidays. However, After School opens from 9am on any in-service days or general short-term breaks if there is high enough demand, (to be confirmed before each break) After School will run camps during the following holidays:

October Mid-term

February Mid-term

One week at Easter Mid-term

July and August (except two weeks in August while After School staff is taking Summer Holiday)

**MISSION STATEMENT:** Belmayne Educate Together Board of Management will oversee the running of the Belmayne After School Program and believe that all children should be allowed time for play after their school day in a safe, warm, familiar and caring environment, where all children feel special and that they belong. The aim of Belmayne After School Club is to provide safe, pleasant, relaxing, and stimulating care. We endeavour to offer children a place where they will enjoy spending time in an environment that parents feel comfortable with.

**LOCATION**: Belmayne After School will be located in two rooms upstairs in Belmayne Educate Together.

**NUMBER OF CHILDREN** Enrolment is limited to children currently enrolled in Belmayne Educate Together National School. Enrolment is also limited to the available spaces on site and is restricted to regular users. Places are given on a first come first served basis. (*See Enrolment and Admissions Policy*)

**CHILD / STAFF RATIO** Belmayne After School operates a staff to child ratio of 1:12, in accordance with Health Board regulations.

**STAFF TRAINING/ EXPERIENCE** Belmayne After School Club employ only trained and experienced staff members. All of our employees have at least FETAC Level 5 qualification or they are in the process of completing the training. Each employee must also pass Garda vetting.

**TYPES OF CARE** Belmayne After School offer a number of childcare options. These options are designed to offer as flexible a service to parents as possible. *(See Registration Form)*

**Full-Time Care**

**Full time care applies to children who will attend Belmayne After School from Monday to Friday from the time school ends until 6:00pm. These children may also attend during school general holidays and in-service days.**

**Part-Time Care**

**Part Time care applies to children who will attend Belmayne After School from Monday to Friday from time school ends until 3.20, 4.20, 5.20 or 3 full days. (See Registration Form)**

**Hour Club**

**This option is run for Junior and Senior Infant children. These children will be provided with the option to stay on at school for an extra hour. This will accommodate parents with children in older classes with one pick up time rather than collecting one child at 1:20pm and then having to return again at 2:20pm. This will also facilitate children from Junior and Senior Infants who wish to partake in after school activities run within the school starting at 2:20. Children will be taken to these activities from the After School Club. Children will be collected from their classroom and taken to the after school room upstairs.**

**Flexible Hours**

**This option is run for children who will attend After School Club on some days only eg. `Pay as you go` €7 per hour option.**

**(See Fees And Payments Policy)**

**Holiday Care**

**Holiday Care is provided during the general school closures and in-service training days. During these holidays Belmayne After School operates from 9am until 6:00pm. The Holiday Program includes quality childcare, nutritious morning and afternoon snacks, activities, games, and sporting activities.**

Fruit, water are available for children all the time. The children will have 30-40 minutes of free play time. Children can choose to play in small groups with any of the toys provided. Children may also decide to do art and crafts. In fine weather children will be offered outside playtime.

**Homework Time**

Homework time is an opportunity for children to do their homework in a quiet environment which is overseen by after school staff . Children will sit by themselves and have their homework journals. Children are encouraged to do all written tasks . Reading homework must be completed at home as we believe that this type of work should be done with a child’s parent on a one to one basis. Every parent must check and sign their child’s homework journal daily. It is up to each parent to take responsibility for their child’s homework and make sure that all work is done to the best of their child’s ability. Homework club is 20 minutes for senior, 30 minutes for first class and second class up 40 minutes of supervised homework time. If your child homework is not finished in this time they must go on to complete it at home.

**Get Moving**

The importance of physical activity for children cannot be stressed enough these days. Belmayne After School Club recognise this fact and will use this time so children can partake in some form of exercise. Children will be encouraged to take part in dancing and movement games . Outside play will happen if weather permitting.

**Healthy Eating Policy**

We follow the Healthy Eating Policy of the School **and we don’t allow fizzy drinks, sweets , chocolate, crisps, cookies etc. during school year and camps.**

**Dinner**

Hot meals are provided by a qualified catering service. These meals are made specifically for children and contain no artificial ingredients. All dietary requirements are catered for but need to be specified in advance.

Please find link to our meals service http://www.littledinners.ie/

**Free Play**

Children can use this time in order to play game with their peers and they are allowed bring their own toys on Fridays only. Electronic devices, games, phones, IPods are not allowed. Again children can choose to play in small groups. On Friday afternoon the children will be offered movie time.

**End of day**

Children will be given time to relax so as they are not over excited when their parents arrive. At this time children may read from the library or occasionally watch some TV.

**ALL AFTER SCHOOL POLICIES are available in After School main room and on the school website under After School care section.**

**First Aid**

We will be asking parents/guardians to sign permission slip so that staff can administer First Aid or if need be give the child CALPOL.

**OUTDOOR PLAY** When the children are outside they are under constant supervision. The rules of safety and treating others with respect should be observed. The children may play football or other activities in the yard in fine weather. The children are made aware of proper boundaries for play areas and are required to observe rules.

**COLLECTIONS AND SECURITY** A staff member is responsible for calling a roll of all children attending Belmayne After School Club . This roll enables staff to know if a child is absent as well as acting as a reminder to children that they are to attend after school on a given day. Junior and Senior Infant children will be collected from their teacher when school ends. All other children must make their own way to Belmayne After School Club. Parents will be given an Enrolment Form before their child starts in the program**. This Enrolment Form leaves space for parents to fill in two names, apart from their own, of people whom they give permission to collect their child. If someone other than these authorised people arrives to collect a child, the parent must be called and the collection approved before the child leaves the premises.**

**After School have a sheet for Parents/Guardians to sign out their child at the collection. Staff will also have a sign out sheet themselves. If a Parent rings/text to say someone else is collecting their child this will be written on the daily sheet so that all staff are aware.**

**If children are lining up for yard Parents/Guardians cannot take them until all group reach the yard and sign them out.**

**After School Club closes at 6pm sharp.**

**Any time after that will incur a charge of €10 of every 10 minutes which will be added to your bill.**

**FEES**

Fees are paid weekly or monthly in advance i.e. first payment due on August 30th.

**A booking deposit is requested when booking a place**. This deposit of €100/or the amount of any of the scheme your child is enrolled on and will be refunded when a child leaves Belmayne After School Club.

**The money is refundable when your child leaves Belmayne After School once a two weeks written notice has been given**.

**HOLIDAY AND SICK DAYS**

**Fees must be paid in full if your child is ill, absent or on holidays and does not attend Belmayne After School Club**. **The weeks that contain Bank Holiday still incur the full fees.**

No fees to be paid if your child does not attend After School Camps.

**(See Fees and Payments Policy)**

**BANK**

All fees will be lodged to the Belmayne After School Club bank account held a Bank of Ireland. All cheques/postal order should be made payable to Belmayne After School Club with your child’s name recorded on the reverse side. ***From September 2016 cash will no longer be accepted.***

Belmayne After School Club will close for four week holidays during the school year as outlined in the calendar enclosed and no charges will apply.( Christmas, Easter and two first weeks of August).

Please use bank details: Information to follow.

**All After School Policies are available on the school website in the After School Care section.**