

Enrolment and Admissions Policy.

Belmayne After School Ethos

Our mission is to create a After School service where children are professionally cared for in a relaxing and yet stimulating and enriching environment offering plenty of learning opportunities and addressing the social, emotional, physical and learning needs specific of each particular age group.

Our services

We provide the following services:

After-School: children from 4-5 years up to 12 years old.

We provide full time, part time, hour club care, flexible hours care, and midterm breaks care.

Person in Charge and Depute

At Belmayne After School the person in charge is the Manager Karolina Wierzbinska and the Chairperson of Board Management Carol Norton.

Admission and Enrolment

At Belmayne After School we believe all children have the right to a high quality care.

Belmayne After School commits to open our service to all children, regarding their gender, race and cultural background or any special needs or requirements they might have and to value and treat all children equally

Provided a place is available for a child at Belmayne After School, the parents are asked to fully fill up our registration form with all required information and to sign all required consents.

Admission Procedures

Places in Belmayne After School are offered according to the date when the child's name is first entered on the enrolment list with the following exceptions: (a) siblings; (b) children whose individual circumstances are deemed by the Board of Management to warrant being treated as a special case.

The order of priority is as follows:

- a. Sibling Policy: Siblings of children in the school*
- b. Sibling of children in the after school*
- c. Special Circumstances: In exceptional circumstances and depending on the particular needs and circumstances of each class, the Principal, in consultation with the Board of Management, will have the facility to offer places , without reference to the waiting list
If there is a waiting list, the first child to be offered a place at Belmayne After - School will be the child at the top position of the list, i.e. the child who was first put in the waiting list.*

As you enroll with Belmayne After School you are asked to pay the deposit.

Deposit & Notice Period

- If availing of the fixed option (Full time, Part time, Hour Club) a deposit equal to one week`s attendance is required which is fully refundable only when Belmayne After School are given two weeks` notice of withdrawal of your child / children from our service.*
- If availing of the flexible option, a €100 deposit is required which is fully refundable only when Belmayne After School are given at least two weeks` notice of withdrawal of your child/children from our service*

Holidays, School breaks, Camps

- Fees must be paid if your child is ill, absent or on holidays and does not attend Belmayne After School Club and is signed for full time, part time or hour club.*
- The weeks that contain Bank Holidays still incur the full fees.*
- In the case of shorter school week, e.g. school is finishing on Wednesday or Thursday, the fees should be paid up and including the day the school finishes.*
- No fees to be paid for midterm breaks if your child does not attend midterm break camp/activities*
- Camp fees should be paid in advance (by the first day of the camp) and will not be refundable if your child was enrolled in the camp (midterm break, school holidays) and does not attend our service as staffing/ buses/ events etc. Has been organized and must be paid for.*

Change in attendance schedule

- If you wish to change your child`s attendance schedule (eg. Full Time to part time, flexible to full time, etc.), notify After School Club two weeks before change as the staff ratio will need to be adjusted.
The After School Club will endeavor to accommodate such change requests, but on occasion this may not be possible.*

Weather/Exceptional Circumstances

- *In the case of the school and after school being closed due the weather conditions or/and any event beyond our control fees must be paid in full (includes days where school/ after school is closed i.e. snow/flood*

HOLIDAY AND SICK DAYS

*Fees must be paid if your child is ill, absent or on holidays and does not attend Belmayne After School Club and is signed for full time, part time or hour club.
The weeks that contain Bank Holiday still incur the full fees. (See Fees and Payments Policy)*

This policy was adopted by: After School Club

Date: _____

Signed by: _____ on behalf of Management

This policy will be reviewed on (date) _____ in collaboration with staff and parents