



Policy Statement

Louisburgh Childcare day care welcomes all families and children into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief.

Policy and Procedures

After School Care Programme

Louisburgh Childcare day-care provides a term time after-school service for children attending Louisburgh National School and other national schools in the area. Children from other schools must be brought to Louisburgh National school as we do not operate a collection service.

The after-school care provision includes a non-term time service which is open, subject to availability to all primary school age children.

Your child is welcome to attend our out of term time service for half or full days during the school holiday period. Parents must enroll their child in advance for the out of term time service (Please refer to After School Fee information for further information on additional costs)

After School Fee Billing Information

Parents who receive NCS subsidies pay a co-payment which is the fee discounted by the amount of subsidy applicable. The NCS subsidy is payable directly to the service and the parents must provide their child's chick number to the Manager to qualify. After School Fees are payable weekly for the days your child is registered for all weeks except Christmas and Easter holidays. To maintain the sustainability of the service fees are payable even if the child is absent.

We will ask all parents/guardians to sign a direct debit mandate.

Standard Afterschool out of term time fees will apply during all mid-terms and school holidays including summer breaks. This additional care must be pre-booked and will depend on availability.

Enrolment

Enrolment terminates on 31st August of each programme year. An application must be made by the parent(s) if they wish to enroll the child in the after-school care programme after this date or if they wish to re-enroll their child for the following school year. Please note, this is a new enrolment process and will open from 31st July 2023.

Allocation of place for After School Programme

Places are allocated as follows:

- First come first served basis
- Children in attendance at Louisburgh Childcare Pre-School
- Our facility availability for the type of care (i.e care days required)
- Places will not be held without a completed enrolment form
- Fees must be paid weekly in advance by direct debit bank transfer.
- There will be no refund for fees paid should your child fail to attend.
- If your child will not be attending on any day, we request that a parent inform the service otherwise we will assume the child is missing and put in place our policy for a missing child.
- Any behaviour difficulties will be handled according to our Behaviour Management Policy. We would ask parents to co-operate fully with this policy which will only work in partnership with you.
- The service will operate according to our written Policies & Procedures which have been developed to incorporate mutual respect and encouragement.
- All parents will be provided with the opportunity to discuss these and any queries will be explained/discussed with parent and the child at the time of enrolment.
- Prior to being admitted the parent and child will be required to sign a contract which states you understand and agree with these Policies & Procedures.

Inclusion and Additional Needs

- We strive to meet the needs of all children who wish to attend the SAC
- A duty of disclosure rests on the parents/guardians of children who are seeking a place in the SAC and the service should be informed of any additional needs/disabilities and of any supports in place in school or elsewhere
- We should be informed of any actions the school takes in supporting/working with the child in question and we will reinforce the school and home approaches as far as possible
- We operate with ratio of 1:12 compliant with TUSLA requirements
- SNA's and support staff for children with additional needs are not available for SACs
- Enable Ireland may be able to provide support or parents may be able to find other resources to support their child
- Where a child has additional needs which we cannot cater for within ratio staff we would consider the child attending where parents employ a suitably qualified and experienced person to work one to one with their child

- If any child poses a risk to the safety of themselves or other children we will discuss it with the parents/guardians and if, after a risk assessment, the concerns for the child's safety or the safety of another/other child/ren's safety or staff safety cannot be addressed we reserve the right to refuse admission/terminate our services

Termination/Refusal

- We reserve the right to refuse admission
- Children who are disruptive, who may cause injury to other children/staff or damage crèche or our afterschool property may be excluded from the service
- If a situation arises where parental expectations cannot reasonably be met by our facility after a period of negotiation, we reserve the right to terminate care.
- We reserve the right to terminate our services

Communication

Post registration Parents/Guardians should inform staff of any additional information about their child including information about any changes, health or needs issues and if the child is taking any medication.

The following forms need to be completed before your child starts

- The Registration Form Afterschool Enrolment

The following forms need to be completed with staff after your child starts

- The Parental Agreement
- Authorisation for medical treatment
- Authorisation to administer anti-febrile medication
- Outings Authorisation
- Photographs /Video Authorisation