

Policy Statement

Precious Children 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

Precious Children day-care provides an after-school service for children attending selected local primary schools.

The after-school care programme includes the following services:

- Morning breakfast club
- School drop off during school term (excluding school holidays and mid-term breaks)
- School collection during school term (excluding school holidays and mid-term breaks)
- Dinner on arrival at our facility
- Homework support
- Evening activities and extra-curricular activities

Precious Children Daycare operates action packed Children's Camps for all after school children during school holidays. The after-school drop and collection service is not in operation over the school holiday period, instead we offer internal Precious Childcare Daycare Camps.

Your child is welcome to attend our camps for normal afternoon care or full days during the school holiday period, please note there is an additional cost for additional care service. We do not operate a drop/collection service to/from any other camps. Parent must enroll their child in advance for the holiday camps. (Please refer to After School Fee information for further information on additional costs)

After School Fee Billing Information

After School Fees are payable over a 12 month/52-week period. Standard Afterschool Fees will apply during all mid-terms and school holidays including summer breaks, these additional fees will cover your child's regular afternoon care as per normal during these breaks.

Should your child wish to attend full day care over the mid-term breaks and school holidays including summer breaks then an additional fee will apply for the additional mornings and/or days attended during this time. This additional care must be pre-booked and will depend on availability at the crèche. This fee is in addition to the Standard After School Fees

After School Enrolment for New Applicants

External After School Application

Follow the admissions policy Internal After School Application (i.e. a child in attendance in Precious Children Daycare Pre-School)

Precious Children Daycare pre-school terminates on 31st August (adhering to billing and termination agreement i.e notice period).

An application must be made by the parent(s) if they wish to enrol the child in the after-school care programme after this date. Please note, this is new enrolment process.

The enrolment for Precious Children Daycare After School care programme for Pre-School children entering the After-School programme opens in February each year. After school enrolment forms can be requested from your facility manager.

The application will be reviewed by management and a timely decision will be given to parents.

Allocation of place for After School Programme

Precious Children Daycare lists the names of the schools included in the after-school care service annually on the Precious Children Daycare website from the February preceding the September of enrolment.

Places are allocated as follows:

- First come first served basis
- Children in attendance at Links Childcare Pre-School
- Primary Schools listed on the after-school service list (please see website www.preciouschildrendaycare.ie)
- Transport availability for school and collection/drop off time
- Our facility availability for the type of care (i.e care days required)
- Places will not be held without a deposit and enrolment form
- We aim to support parents who are experiencing financial difficulties therefore we have developed a reduced fee structure which is based on a range of criteria which will be discussed with you individually and in confidence on receipt of your completed application.
- Fees must be paid in advance, weekly or monthly preferably by bank transfer. There is a charge for days when the centre is closed.
- 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.
- Because we have a waiting list for our service, places can only be held for a period of one week if a child does not attend, unless a prior arrangement has been made with the parent.
- 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.

However, if there is a demand for more than certain type of service type place at any of our facilities, the following criteria will be used, in the order set below:

- Only after internal applicants have been reviewed will places be offered to external applicants.
- Please note, that Precious Children Daycare cannot guarantee after school service placement to all children in attendance at Precious Children Daycare Pre-School.
- Due to a limit on capacity of After-School children per facility and transport availability. Precious Children Daycare can only accommodate a specific number of after school children.
- Parents must follow the application process.

Deposit Procedure:

Process for securing a child's place:

A deposit (please refer to the deposit agreement as part of our T&C's) is taken to secure a child's place in the crèche and afterschool.

A place cannot be secured until full deposit is paid. Refer to 'Fees Policy'.

A waiting list is established when a requested place is unavailable due to being oversubscribed or the care option is not available in the crèche or afterschool at the time of enquiry.

The child at the top of the list is given first available place depending on availability for the care arrangement required.

Process should a child not start on the reserved start date:

A child's start date can be deferred by a maximum of 2 weeks.

In the case of a deferral of a place the original care arrangement cannot be guaranteed.

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

Change in Primary School Location and/or collection time

Should the location and/or drop off/collection time of your child's school change, we reserve the right to refuse to provide after school services for that primary school. While Precious Children Daycare will aim to facilitate any change in circumstances, parents/ must understand that the changed circumstances may not fit in with established services to other schools.

Homework Support

A supervised homework period is provided each day after dinner. We aim to support the children to complete as much homework as possible during this time. We understand the importance of supporting your child's education from an early stage, however, parents must realise that we cannot complete homework for the children as this would negate the benefits of doing homework in the first place.

The child's school teacher must see the genuine efforts made by their students, so they can offer appropriate advice to them.

We ask the parents to review the homework each evening with their child, to complete the reading element of the homework and to sign the homework journals.

Parents must support their child to complete all homework involving religion. Management views this homework as requiring a family input which our facility staff cannot provide.

Afterschool Uniform

We request that all children have a change of clothing, ideal for artwork and outdoor messy play. Velcro shoes are preferable. All long hair must be tied up. No hoop or long earrings.

Ensuring all relevant forms are completed:

- The Registration Form

Afterschool Enrolment

- The Parental Agreement
- The Authorisation for medical treatment
- The Authorisation to administer anti-febrile medication
- Outings Authorisation
- Photographs /Video Authorisation
- Authorised persons to collect child
- Endeavouring to meet any additional needs to children might have within our limited available resources and expertise. What is best for the child will be a priority in the allocation of places.
- Monitoring admissions to our facilities to ensure no accidental discrimination is taking place.