



## After School Programme Policy and Procedure

### Policy Statement

Precious Childcare Daycare 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.

#### 1. After School Care Programme:

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

The after-school care programme includes the following services:

1. Morning breakfast club.
2. School drop off during school term (excluding school holidays and mid-term breaks)
3. School collection during school term (excluding school holidays and mid-term breaks)
4. Dinner on arrival at our service
5. Homework support
6. Evening activities and extra-curricular activities.

Precious Childcare Daycare operate 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 Childcare 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 our 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)

### 2. 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.

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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

### **3. After School Enrolment-For New Applicants External**

After School Application must follow the admissions policy.

#### **Internal After School Application**

- (i.e. a child in attendance in Precious Children Daycare Pre-School).
- Precious Children Daycare Childcare pre-school terminates on 31st August.

An application must be made by the parent if they wish to enrol the child in the after-school care programme. This is new enrolment process.

- The application will be reviewed by management and a timely decision will be given to parents. Allocation of place for After School Programme.
- Precious Childcare Daycare lists the names of the schools included in the after-school care service annually on our website from the March preceding the September of enrolment.
- Places are allocated on first come first served basis. Places are allocated firstly to children in attendance in our Childcare pre-school, depending on availability for the type of care/place required at the time of enquiry.
- Only after internal applicants have been reviewed will places be offered to external applicants.
- Precious Children Daycare can only provide after school service to schools listed on the after-school service list.
- Please note, our Childcare service cannot guarantee after school service placement to all children in attendance at Precious Children Daycare Pre-School.
- Parents must follow the application process

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### **4. 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.

### **5. 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 team members cannot provide.