AfterSchool Together CLG

C/O Galway Educate Together N.S., Thomas Hynes road, Newcastle, Galway

Phone No.: 086-1729629 / E-mail: g.afterschooltogether@gmail.com

Dear Parents / Guardians

Welcome to AfterSchool Together (AST)

AfterSchool Together CLG. is "not for profit organisation", TUSLA registered and funded by POBAL under the Office of the Minister of Department-of-Children-Equality-Disability-Integration-and-Youth. The service operates in conjunction with the Service Manager and by a voluntary Management Committee of Directors: parents whose children attend the service.
We practice as an extension of the Educate Together ethos and are run by Jana Lydon the Service Manager, Marta Jhurry the Team Leader and Homework Coordinator and a diverse team of qualified, experienced and Garda Vetted School Age Childcare Educators.

We provide School Age Childcare (SAC) service throughout the academic year

We offer three types of sessions:

- **Half-time session (bus hour) from 1:30pm to 2:45pm for Junior and Senior Infants**
- **Part-time session from 1:30pm to 6pm for Junior and Senior Infants**
- **Sessional-time session from 2:30pm to 6pm for children from 1st to 6th class**

Opening Hours in-term /out-term during Holidays:

- **In-term**: The service is open from 1.30pm to 6:00pm each day from first day of the school day until the last day of the school day. (September to June)
- We open early on the days that the school finishes earlier than normal (12noon or 12:30pm) and this is free of charge to children who attend on regular basis on that specific day.
- We close for 2 weeks at Christmas and during the months of July and August each year.
- **Out-of-term**: We run Holiday Camps from 8:30am to 6:00pm during the school breaks in October, Mid-terms and the Easter Holidays. We also offer full day camp on any day that the school is closed for staff training.
- Parents will be asked to sign up for the AST Holiday Camps closer to the dates and will be charged and invoiced based on the Camp registration as an additional charge to their regular in-term attendance.

ADMISSIONS POLICY

It is the policy of our AfterSchool service to offer equal access to all children from the Galway Educate Together NS community including children with disability or special requirements, irrespective of the child's cultural, religious or financial background.

Admissions Procedure

- If you are interested to join our service please contact Service Manager Jana Lydon by email and request an Expression of Interest form
- Each child must be attending Galway Educate Together N.S. when starting the service.
- Parents seeking to secure a place for their child must complete an Registration form which must be lodged with the service prior to the child's required start date.
- If all free places are occupied, a waiting list is formed and first comes first served rule applies thereafter.
- Afterschool service may suggest trail period, as settling in will influence children's self-confidence, attitude to relationships and socialising.
- Having best interest of the child in mind, AST will try to accommodate and meet individual child's requirements/ needs. However if AST is unable to provide such a care/environment due to lack of appropriate resources, child will be withdrawn from enrolment until other solution can be implemented, as AST does not provide 1:1 support (SNA/AIM) and doing so could hinder that child's and other children's health and safety.
- Once place is offered parents must provide signed AST REGISTRATION FORM to the Service Manager before the start date.

Curriculum:

- The service is committed to developing a curriculum that creates a child centered, play based environment, which empowers children to actively pursue their own learning. This process will be facilitated by adults who will provide appropriate, timely, balanced intervention as well as support, continuity and progression to encourage positive attitudes. We strive to provide a program of activities, which encourage the physical, social, emotional, intellectual, creative and language development of the children who attend the service.

Homework Policy:

- We have a Homework Club for children attending the part-time and sessional-time service; homework club does not operate for children attending the half-time (bus hour) session and any Junior Infants.
- Homework is completed with the support of staff who encourage the children to problem solve and discover their own abilities. Children from Senior infants, 1st and 2nd class, are facilitated in an environment separate from children from 3rd to 6th class, this allows us to provide age appropriate support for children.

Funding:

- Afterschool Together is registered with **National Childcare Scheme – NCS** to receive funding on behalf of parents who register and qualify for the NCS funding. For more info and application please visit: https://www.ncs.gov.ie/en/ National Childcare Scheme (NCS) (citizensinformation.ie) Parents must provide CHICK code to Service Manager each starting time in order to apply the funding as it cannot be backdated.
- AST Fees List for academic year in place

Fees/ Payments:

- Fees are due weekly or monthly on time as agreed at the start date and signed on the Registration Form.
- Monthly fee calculation e.g.: 37 weeks (in term) multiplied by the parent's weekly fee and then divided by 10 months /or as per starting date
- Your Monthly fee will not include charge for the weeks of the AST Holiday Camps (out of term).
- **AST Holiday Camps** will be charged and invoiced separately to your weekly/monthly fee.
- Online bank transfer or Standing order is the preferred method of payment.
- NO cash is accepted in the office. (only once off if absolutely needed)
- Afterschool Together Fee Policy: Parents agree to pay fees which they have sign up for on AST REGISTRATION FORM during times when the service is open regardless of whether their child attends or not. There are no refunds or discounts for days missed due to illness or travel. Fees are due on Bank Holidays in-term. Fees are due if you register for Holiday Camps as per invoice which will be forwarded additionally. AST closes at 6:00 pm every day, if children are collected after this time the Late Collection Fee applies as per AST Policy. Afterschool Together sometimes opens from 12 noon to

facilitate early school closures during the year with no extra charge if your child is attending on regular basis on this day.

- **Band C:** **is FULL AST FEE this applies to Parents who are not in receipt of ANY funding from POBAL nor NCS**
- Band A/AJ/B/D: Parents who are receiving funding from POBAL through AST under POBAL-subvention CCSP saver program (contact Service Manager)
- None contracted/ Not registered days with POBAL/NCS will be charged at Band C rate.

Notice:

- Please note that **2 weeks**' notice, or if receiving POBAL/NCS funding **4 weeks'** - notice is required if leaving the service or reducing/increasing the number of days your child attends for. Where possible additional days will be provided without notice.
- We will waive the two weeks' notice during the first month if you feel that your child has not settled at the service and you wish for them to leave. However staff will work with children and parents to ensure the settling-in period is a happy and productive one for children where friendships are helped to bloom.

Parental Involvement:

- It is the policy of our AST service to promote the active participation of the parents in the planning and development of the service, valuing parents as the first educators of their children. Your input is greatly appreciated.
- Without the voluntary participation of parents forming the AST Management Committee the service could not continue to run. In May/June each year we hold an AGM to discuss the year's business and to elect new committee members when necessary. Your support and attendance during this time is greatly appreciated.

WE LOOK FORWARD TO PROVIDING YOU WITH A PROFESSIONAL, FUN, SAFE AND RESPECTFUL SERVICE.

If you have any questions don't hesitate to contact us.

Yours Sincerely,

Jana Lydon

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Jana Lydon Service Manager of ***AfterSchool Together CLG***

EUROPEAN UNION STRUCTURAL FUNDS

NDP NATIONAL DEVELOPMENT PLAN

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Mission Statement

At AfterSchool Together Clg, we are committed and dedicated to the children attending our school age service.

We believe that all children have a right to be respected and to be cared for in an inclusive, supportive, safe and caring environment. We promote equal opportunities, diversity, inclusion and child centred approach as part of our ethos, which are based on the multi denominational approach fostered by the Educate Together National School. We strongly nurture freedom from discrimination regardless one's age, gender, race, religion, disability, marital status, family status, sexual orientation and membership of the Traveller community.

Our environment is of a great importance to us in order to enable children to enjoy, play, develop and socialise. As a best practice, we regularly invest and check suitability and safety of our equipment. We offer wide range of materials and resources available to children based on their interest, abilities and appropriateness. We believe that our stimulating environment allows all the children to fully participate and enriches their experiences during the time spend in our service.

Children attending AfterSchool Together are provided with diverse opportunities where they can have a sense of ownership of their own learning experiences, where they are supported and 'feel that they are valued and respected as part of (…) our community' (Aistear, 2009) Extensive and various Curriculum of activities are incorporated into our daily routine including the Homework Club, which promotes area of child's Well-being, Identity & Belonging, Exploring & Thinking and Communicating.

Parents and Guardians are recognised as first educators and carers of their children. We strongly encourage partnership with parents and families, as we believe that it plays an integral part in quality provision. With parental support and involvement, expertise of our qualified team members and management, we are and continuously will strive to work in partnership with parents and guardians in the best interest of all children attending our service.

Our staff members and management are qualified and experienced professionals, who are passionate and dedicated about their roles. As School Age Childcare Educators, we recognise the importance of observation, planning, evaluation and reflection undertaken on a regular basis in order to deliver high quality standards of care and education for all children attending our service in line with The National Quality Guidelines for School Age Childcare Services.

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AFTERSCHOOL TOGEHTER CLG FEES LIST
in term

AST Sessional-Time 2:30 pm – 6:00 pm = 17.5hours (1st to 6th Class)

	AST FULL FEE Band C
1 Day = 3.5h	€15.20
2 Days = 7h	€30.40
3 Days = 10.5h	€45.60
4 Days = 14h	€60.80
5 Days = 17.5h	€76.00

AST Part-Time 1:30 pm - 6:00 pm = 22.5h (Junior and Senior Infants)

	AST FULL FEE Band C
1 Day = 4.5h	€16.20
2 Days = 9h	€32.40
3 Days = 13.5h	€48.60
4 Days = 18h	€64.80
5 Days = 22.5h	€81.00

AST Half-Time 1:30pm – 2:45pm = 6.25h (Junior and Senior Infants – BUS HOUR)

	AST FULL FEE Band C
1 Day = 1.25h	€7.50
2 Days = 2.5h	€15.00
3 Days = 3.75h	€22.50
4 Days = 5h	€30.00
5 Days = 6.25h	€37.50

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AFTERSCHOOL TOGEHTER CLG FEES LIST

out of term – Holiday Camp

AST Full Day Camp 8:30am - 6:00pm = 9.5h (Junior to 6th class)

	AST FULL FEE Band C
1 Day = 9.5h	€27.00
2 Day = 19h	€54.00
3 Day = 28.5h	€81.00
4 Day = 38h	€108.00
5 Day = 47.5h	€135.00

AST Morning Camp Session 8:30am - 1:30pm = 5h (Junior to 6th class)

	AST FULL FEE Band C
1 Day = 5h	€15.50
2 Day = 10h	€31.00
3 Day = 15h	€46.50
4 Day = 20h	€62.00
5 Day = 25h	€77.50

AST Afternoon Camp session 1pm - 6pm = 5h (junior to 6th class)

	AST FULL FEE Band C
1 Day = 5h	€15.50
2 Day = 10h	€31.00
3 Day = 15h	€46.50
4 Day = 20h	€62.00
5 Day = 25h	€77.50

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Afterschool Together Fee Policy:

Early opening 12:00 noon: for children with regular attendance for contracted days = no extra charge
Early opening 12:00 – 2:45pm: extra attendance for non contracted days = €7.50
Early opening 12:00 – 6:00pm: extra attendance for non contracted days = €16.20
10% Discount is applicable if three or more siblings attend at the same time
Late Collection Fee - €15.00
Optional extras - does not apply
Deposit - does not apply
AST Holiday Camps are billed separately

- **AST FULL FEE** = Band C : applies to Parents who are not in receipt of ANY funding from POBAL or NCS
- PARENT'S FEE WITH **NCS FUNDING** = CO-PAYMENT: Parents must register online for Universal or Income assessed subsidy and then must submit screenshot of CHICK number to AST Service Manager by email. Only when the funding is approved, parents fee is reduced. Calculation: AST Fee (Band C) minus the awarded weekly fee by NCS (Parents can apply for NCS: https://www.ncs.gov.ie/en/),
- PARENTS FEE WITH **POBAL FUNDING** = Band A/AJ/B/D: ONLY applies to Parents who were receiving funding from POBAL in year prior; through AST service and they can continue receiving funding in the current year (contact Service Manager for info)
- Non contracted/ Not registered days with POBAL or NCS will be charged at full AST Fee Band C rate
- Fees are due on the first day: weekly or monthly as agreed at the Registration Form
- Online bank transfer or standing order is the preferred method of payment. NO cash is accepted in the office. (only once off if needed)
- Parents agree to pay fees which they have sign up for on Registration Form during times when the service is open regardless of whether their child attends or not.
- There are no refunds or discounts for days missed due to illness or travel.
- Fees are due on Bank Holidays in term time
- Fees are due during AST Holiday Camps based on the registration completed prior to the camp (no refund/discount for missed days)
- Monthly Fee does not include weeks out of term (Holiday camps), Out of term weeks are paid separately, based on the registration prior to the camp.
- AST closes at 6:00 pm every day, if children are collected after this time the Late

Collection Fee applies as per AST policy.

- Afterschool Together sometimes opens from 12 noon to facilitate early closures by the school during the year with no extra charge - to children regularly attending AST on that day
- Children attending AfterSchool Camps on casual basis (non-contracted during the year) will be charged under Band C Rate.

AST TEAM:

Board of Directors - Chairperson, Treasurer, Secretary, Ordinary Members: appointed parents of children attending the AST service

AST Educators (1:12 ratio)

AST Relief Panel Educators

AST SAC Service Manager: Jana Lydon

AST Deputy Manager / Team Leader/ Homework Coordinator: Marta Jhurry