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,

Thank you for your interest in Afterschool Together Clg. (Company Limited by Guarantee). In this letter you will find information about our service, some of our important policies and information about fees.

Who are we?

AfterSchool Together CLG. is "not for profit organisation", TUSLA registered, funded by POBAL/NCS under the Office of the Minister of Children, Equality, Disability, Integration and Youth.

We rent the school premises, we practice as an extension of the Educate Together N.S. ethos and are managed by Joy Grisel the Service Manager and a team of qualified, experienced and Garda Vetted professionals.

The service is run, in conjunction with the Manager and by a voluntary AfterSchool Management Committee as the Registered Providers. The management committee consists of appointed parents whose children attend the service. Each year we hold an AGM where parents have the opportunity to join our AfterSchool Management Committee and become the company Directors and Trustees**.**

Sessions

AfterSchool Together is a School Age Childcare service operating in-term and out of term sessions.

In-term, we offer three types of sessions:

- Half-time session (Bus hour): Junior and Senior Infants can attend this session from 1:30pm to 2:45pm
- Part-time session: Junior and Senior Infants can attend from 1:30pm to 6pm
- Sessional- time: Children from 1st to 6th class can attend this session from 2:30pm to 6pm

Out of-term: Holiday camps during Halloween, Mid-terms, Easter, school closure, we offer three types of sessions:

- Morning camp session from 8:30am to 1:30pm
- Full Day Camp from 8:30am to 6pm
- Afternoon camp session from 1pm to 6pm

Opening Hours:

- **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 during the academic year (August/September to June).
- We open early on the days that the school finishes earlier than normal (12:00 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 (e.g. February) and the Easter Holidays.
- We also usually offer full day camp on any day that the school is closed due to staff training.
- We are closed during public Bank Holidays
- 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 N.S. community including children with disability or special requirements, irrespective of the child's cultural, religious or financial background.

Admissions Procedure

- 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 enrolment 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 a trail period, as settling in will influence children's self-confidence, attitude to relationships and socialising.
- Having the 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, the 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.
- **ALL parents, including parents from children already using the service, must provide an AST REGISTRATION FORM (using google form) to the Service Manager before every academic year.**

Fees and Funding

Funding:

- Afterschool Together is registered with National Childcare Scheme (NCS) for more information and application process please visit: https://www.ncs.gov.ie/en/
- AST can receive funding on behalf of parents who register, apply and qualify for the Universal subsidy or get assessed for the NCS funding.
- **The reduced fee can be applied to the child's account only if: parents provide the NCS CHICK code to the AST Service Manager in form of a screenshot via google form and after that approve their claim on the parents NCS online portal.**
- Funding cannot be backdated.

- Parents need to provide the AST with information about their child(ren)'s NCS CHICK code every academic year.
- More information can be found on: National Childcare Scheme (NCS) (citizensinformation.ie)
- AST Fees List for this academic year can be found at the end of this document.

Fees/ Payments:

- Fees are due **weekly or monthly** on time as agreed on the Registration Form.
- Monthly fee calculation : 38 weeks multiplied by the parent's/co-payment 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 terms weeks)
- **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 when they sign up on the AST REGISTRATION FORM. They agree to pay for all days they select on the form 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.
- **FULL AST FEE: applies to Parents who do not apply for ANY form of funding**
- None contracted/ not registered days with AST and/or POBAL/NCS will be charged at Full AST Fee.

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.

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 our educators 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.
- Behaviour: AfterSchool Together Clg. believes that children should be encouraged to grow and develop to their full potential in a suitably planned environment, where they know what is expected of them, and where clear limits are set, appropriate to their age and stage of development.

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.
- Homework is completed with the support of Educators who encourage the children to problem solve and discover their own abilities.
- Children do homework together with children of the same ages. This allows us to provide age appropriate support for children.
- Senior infants start their Homework Club after Halloween break and work in a small group usually in a 1:2 ratio.
- Junior infants start their Homework Club in January and work in a small group usually in a 1:2 ratio.

Lunch:

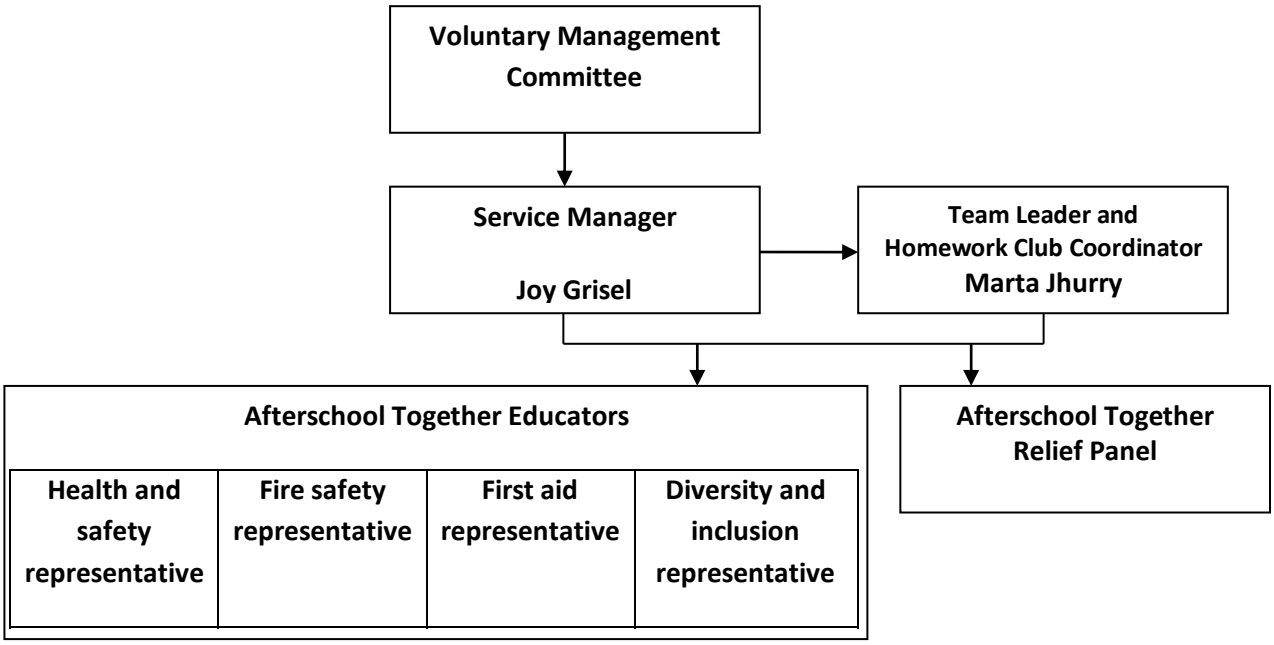
- AST does not provide lunch for any child attending our service
- We do give the children time to eat a lunch brought from home. Parents can give children a cold or hot lunch. Hot lunch needs to be packed in appropriate and labeled tub that we can reheat.
- No shared lunch is permitted at any time in our service.
- Children in the Half-time session have the opportunity to eat a cold snack during their time at our service
- Children in the Part-time session have two opportunities to eat something. The first moment is directly after school ends and the second is around 16:00. Hot lunch can only be eaten at 16:00.
- **Children can bring a healthy snack for Friday movie time**

Parental Involvement:

- **AST is run by Voluntary Management Committee of Directors**
- **The AST Directors are the Registered Providers of the service and are also the Trustees of the company**
- 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. Anyone can join (if your child is enrolled in the AST service), contact the Service Manager if you are interested
- In May/June each year we hold an **AGM (Annual General Meeting)** to discuss the year's business and to elect new committee members when necessary. Your support and attendance during this time is greatly appreciated.

Afterschool organisational chart:



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

Mission statement

At AfterSchool Together Clg, (AST) we are committed and dedicated to the children attending our School Age Childcare (SAC) service.

Our environment is of a great importance to us in order to enable children to enjoy, play, develop and socialise. As best practice, we regularly invest and check suitability and safety of our equipment. We offer a wide range of materials and resources to the children based on their interest, abilities and appropriateness. We believe that our stimulating environment allows all the children to fully participate and enrich their experience 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 curricula of activities are incorporated into our daily routine including the Homework Club, which promotes areas of children'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 Management, Educators, staff members are qualified and experienced professionals, who are passionate about and dedicated to 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.

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,

Joy Grisel

Joy Grisel
Service Manager

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

AFTERSCHOOL TOGEHTER CLG FEES LIST 2024– 2025
IN TERM

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

	AST FULL FEE	
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
(Junior and Senior Infants)

	AST FULL FEE	
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
(Junior and Senior Infants – BUS HOUR)

	AST FULL FEE	
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	

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

AFTERSCHOOL TOGEHTER CLG FEES LIST 2024-2025

OUT OF TERM - HOLIDAYS

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

	AST FULL FEE	
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 (NCS max 45h)	€135.00	

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

	AST FULL FEE	
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	
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	

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

Afterschool Together Fee Policy:

- If there is Early opening 12:00 noon/12:30pm: AST Registered children with regular attendance for contracted days on the specific day of the early start = no extra charge
- Extra attendance for none contracted days at Early opening: session 12:00 – 2:45pm €7.50
- Extra attendance for none contracted days at Early opening: session 12:00 – 6:00pm €16.20
- 10% Discount if three or more siblings attending at the same time
- Late Collection Fee - €15.00
- Optional extras - does not apply
- Deposit - does not apply

AST FULL FEE: applies to Parents who are not in receipt of ANY funding from POBAL or NCS or attending on casual/none contracted basis

PARENTS CO-PAYMNET WITH NCS FUNDING: Parents must register online with National Childcare Scheme: https://www.ncs.gov.ie/en/ to be assessed for eligibility or apply for Universal subsidy. Parents **must** submit a screenshot of the CHICK number to AST Service Manager via email and approve the providers claim on their NCS online portal in order to pay the reduced fee:co-payment (Each time), Once funding is approved, parents fee is calculated accordingly. Parents will be asked to sign AST Fee agreement each time co-payment is amended.

- Non contracted/ Not registered days with POBAL or NCS will be charged at full AST Fee Band C rate or a child that doesn't normally attend and need once-off service.
- Online bank transfer or standing order is the preferred method of payment. NO cash is accepted in the office. (only once off if needed)
- Invoices are forwarded by email monthly retrospectively
- Parents agree to pay fees which they have sign up for on the 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 for Bank Holidays
- Fees are due during AST Holiday Camps out of term, 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 -Holiday Camps are billed and paid separately, based on the registration prior to each Holiday camp
- AST closes at 6:00 pm every day, if children are collected after this time the Late Collection Fee applies as per AST Dropping off and Collection 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 paying full fee.