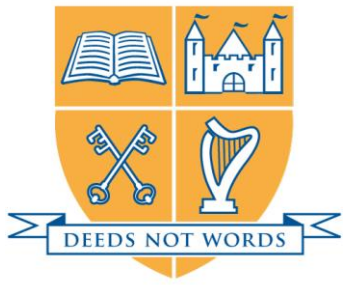


ST. TERESA'S PRIMARY SCHOOL
'DEEDS, NOT WORDS'

St Teresa's After School Wrap Around Child Care Service

Parent Information Workshop
Wednesday 31st August 2016

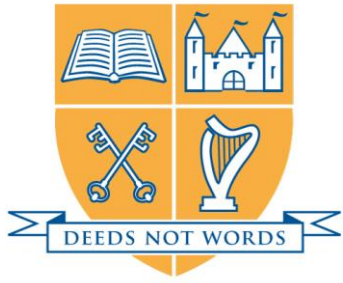
DEEDS NOT WORDS



Vision

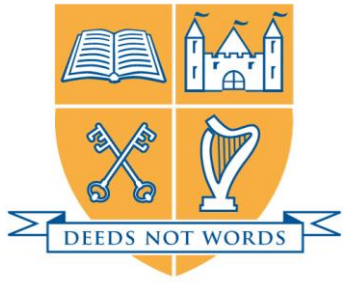
- We aim to provide a secure, stimulating and caring environment that is welcoming and will encourage children to develop to their full potential.
- We are committed to providing the highest standard of care in a homely atmosphere whilst actively promoting equal opportunities and continuing to provide effective learning opportunities for all children.
- St. Teresa's After School Club is where children can discover, achieve and express themselves through play and where parents/carers feel confident to leave their child in safety.
- We are committed to providing a high level of care and therefore seek to recruit well trained qualified members of staff with a compassionate and caring outlook.
- We pride ourselves in ensuring our staff will be offered a full and varied program of training opportunities which will benefit both staff and the children as individuals in our care.





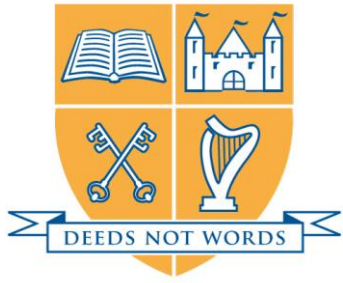
Meet the team

- Committee Chair: **Mr T Rodgers**
 - Secretary: **Ms U MacAllister**
 - Treasurer: **Mr P McAlister**
- Management Committee**
- Play Coordinators:
Mrs C Finn/Miss L Savage
 - Play Workers:
Mrs J Bleakley, Mrs H Finnegan, Mr J Donnelly



Admissions

- All families should be able to access quality affordable childcare and that siblings should be able to spend time together after school
 - It is unadvisable for parents to use unregistered childcare providers.
 - Child care spaces allocation operates on a waiting list basis, purely on a first come first served basis.
 - Children with a disability will be integrated into our setting if we are able to provide adequate levels of care to best suit the needs of the child, in terms of specialist equipment, carers, etc. We work closely with all of the child's health care specialists before determining if we are able to offer a space.
 - **The ratio in the setting is 1 member of staff to every 8 children, although **two** members of staff will be present as a minimum at all times.**
 - We offer spaces on a first come first served basis and therefore parents may need to give as much notice as possible when they require a space.
 - We will offer spaces primarily in accordance with our availability within the group ie. If we have a full time space available it will be offered to a person (matching the criteria below) who applies for a full time space, if we have availability for a specific day only we will offer to the person on our list (matching the criteria below) who has applied for that specific day.
 - At all times we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate, and our criteria allocation
- Criteria:**
1. Children with a brother or sister who attends St. Teresa's After School Club.
 2. Children who are enrolled on a full time basis including all holidays.
 3. Children who are enrolled on a part time basis including all holidays.

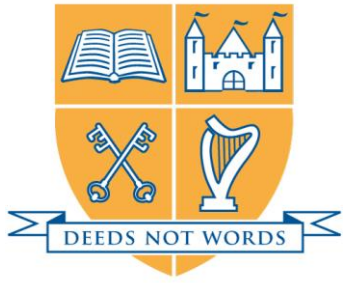


Breakfast Club/2-3 club

- These operate independently of the wrap around service and will continue as normal.
- Applications will be sent home on Thursday
- Services begin on Monday 5th September
- Cost:
 - Breakfast club- £1.20 per day
 - 2-3 Club- £2.00 per day.



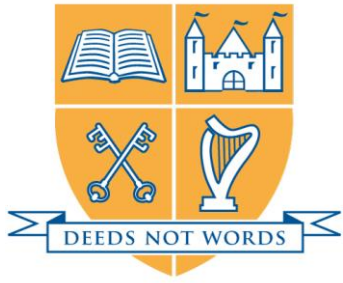
DEEDS NOT WORDS



Location of the After School's Club

- Corridor alongside Sure Start.
- Class being refurbished at present
- Children escorted by teachers or learning support staff to the after school's club.
- Collection via the SLC





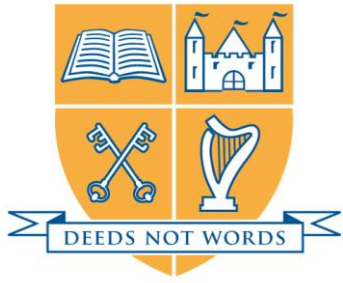
Typical Daily Timetable

P1-3 Children

- **2.00-2.30** Children arrive and have snack and complete homework
- **2.30-3.00** Table top games and floor games
- **3.00-4.00-** Trim trail/ P1 Play ground/ PE hall games
- **4.00-5.00-** ICT Suite/Library
- **5.00- 5.45-** Table top games and floor games
- **5.45-6.00-** Story Time

P4-7 Children

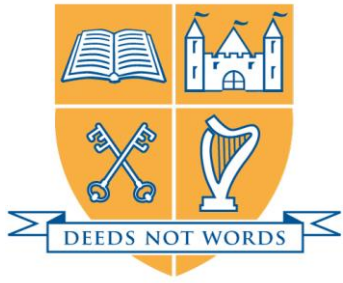
- **3.00-4.00** Children arrive and have snack and complete homework
- **4.00-5.00** Trim trail/ PE hall games
- **5.00-6.00** ICT Suite/Library/ Age appropriate board games & Construction.



Homework Policy

- We will accommodate homework time for up to 45 minutes each afternoon.
- This may be extended in the case of children who are preparing for transfer tests who may require one hour set aside to complete tests.
- Staff will supervise and help where required but will not be able to sign any homework sheets and we do not accept responsibility for correcting any mistakes.
- We therefore expect parents to check any homework their child may have done during after schools.
- Other quiet activities will be offered to children whilst homework time is ongoing.
- Any further concerns regarding homework time should be addressed to the play coordinator.



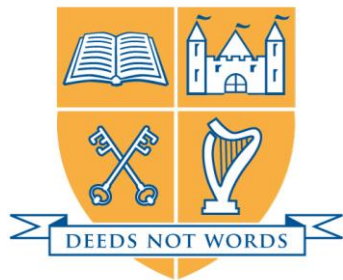


Snack

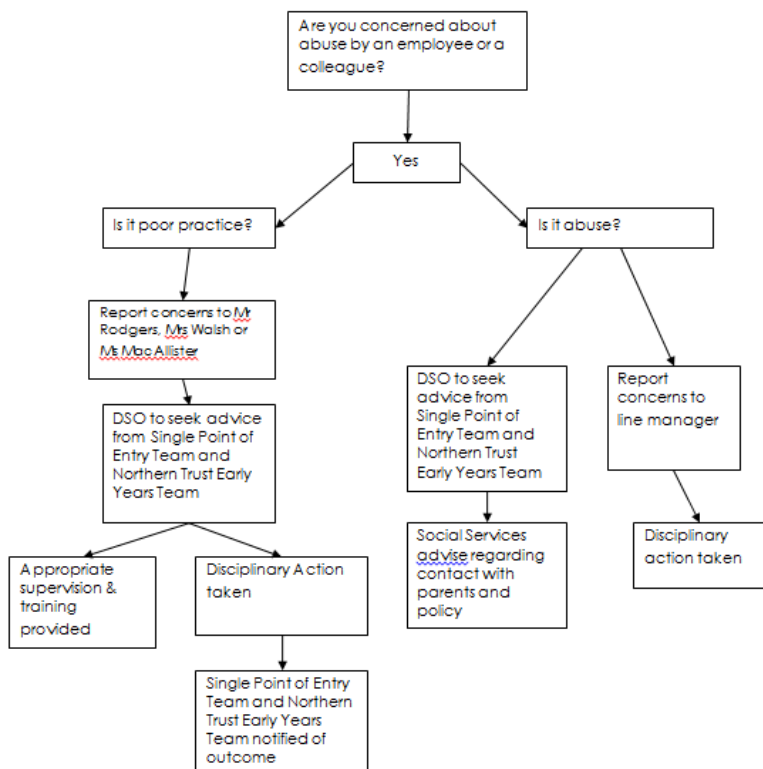
- The daily menu board is display on the notice board in the after schools room. This is to ensure that parents are aware of exactly what their child will be eating each day. The menu's rotate on a three weekly basis.
- We discourage parents bringing in treats or extra food for their child. This can cause problems within the group. If your child is hungry at any stage of the day or in the evening towards home time we can provide them with a health snack.
- If parents wish to bring in party food to celebrate their child's birthday then they most ensure that is a healthy snack i.e. fruit, bread sticks, yoghurts and such items as this.
- Over school holidays we ask parents to send in a healthy lunch. All perishable food will be covered and labelled with the child's name on it, and then kept in the fridge unless lunch time.
- We operate a nut free zone.



DEEDS NOT WORDS



Child Protection



DSO = Mary Walsh; Terry Rodgers;
Telephone: 02890611943

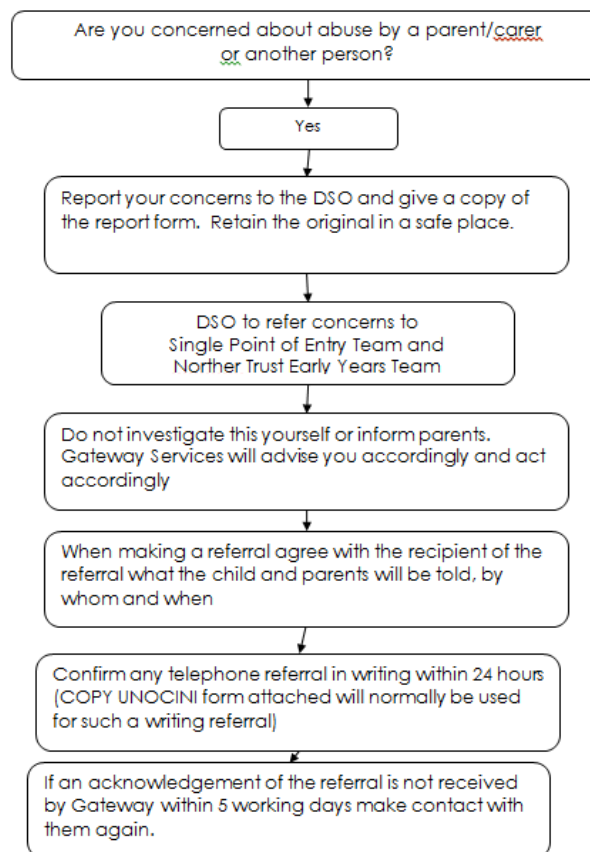
Gateway Services

Telephone: 02890507000

Out of Hours: 0289095049999

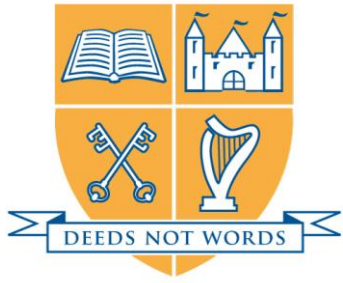
THIS FLOW CHART SHOWS THE REPORTING PROCEDURE WHICH WILL BE FOLLOWED IF A STAFF MEMBER IS CONCERNED ABOUT ABUSE FROM A

PARENT/CARER OR ANOTHER PERSON TO WHOM A CHILD MAY HAVE COME INTO CONTACT WITH



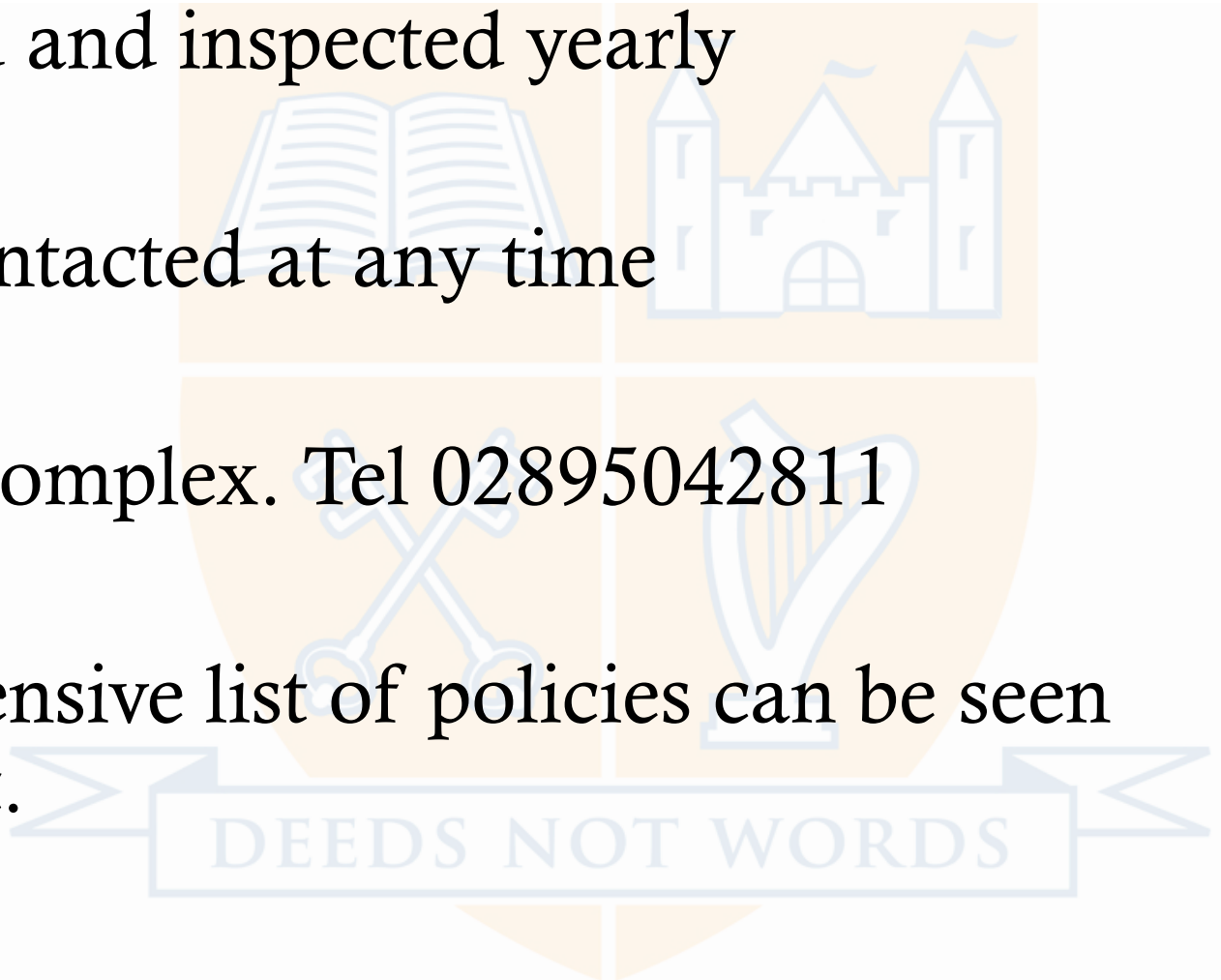
DSO = Mary Walsh; Terry Rodgers;
Telephone: 02890611943

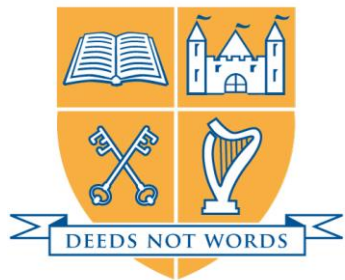
Gateway Services Telephone: 02890507000 Out of Hours: 0289095049999



Social Services Early Years Team

- Registered and inspected yearly
- Can be contacted at any time
- Everton Complex. Tel 02895042811
- Comprehensive list of policies can be seen on request.





Cost

	Price per session/day
Breakfast (8am – 9am)	£1.20
Late Room (2pm – 3pm)	£2.00
Afternoon (3pm – 6pm)	£12.00
Breakfast & Afternoon	£13.00
Breakfast & Afternoon (every day of month)	£11.00

School Closing / Summer Programme Costing

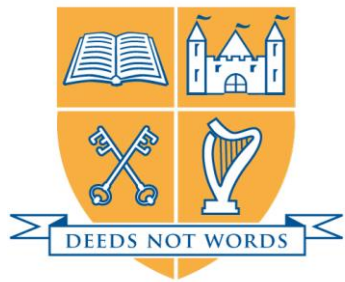
as per Bright Start Application

Full Week	£80
Full Week (2 nd child)	£70
Full Week (3 rd child)	£60
Daily (8am-6pm)	£20
Daily for 2 children	£38
Daily for 3 children	£45
Half Day	£12
School finish at 12pm	£15 (12pm-6pm)



All payments to be paid monthly in advance on or before the 1st of each month.

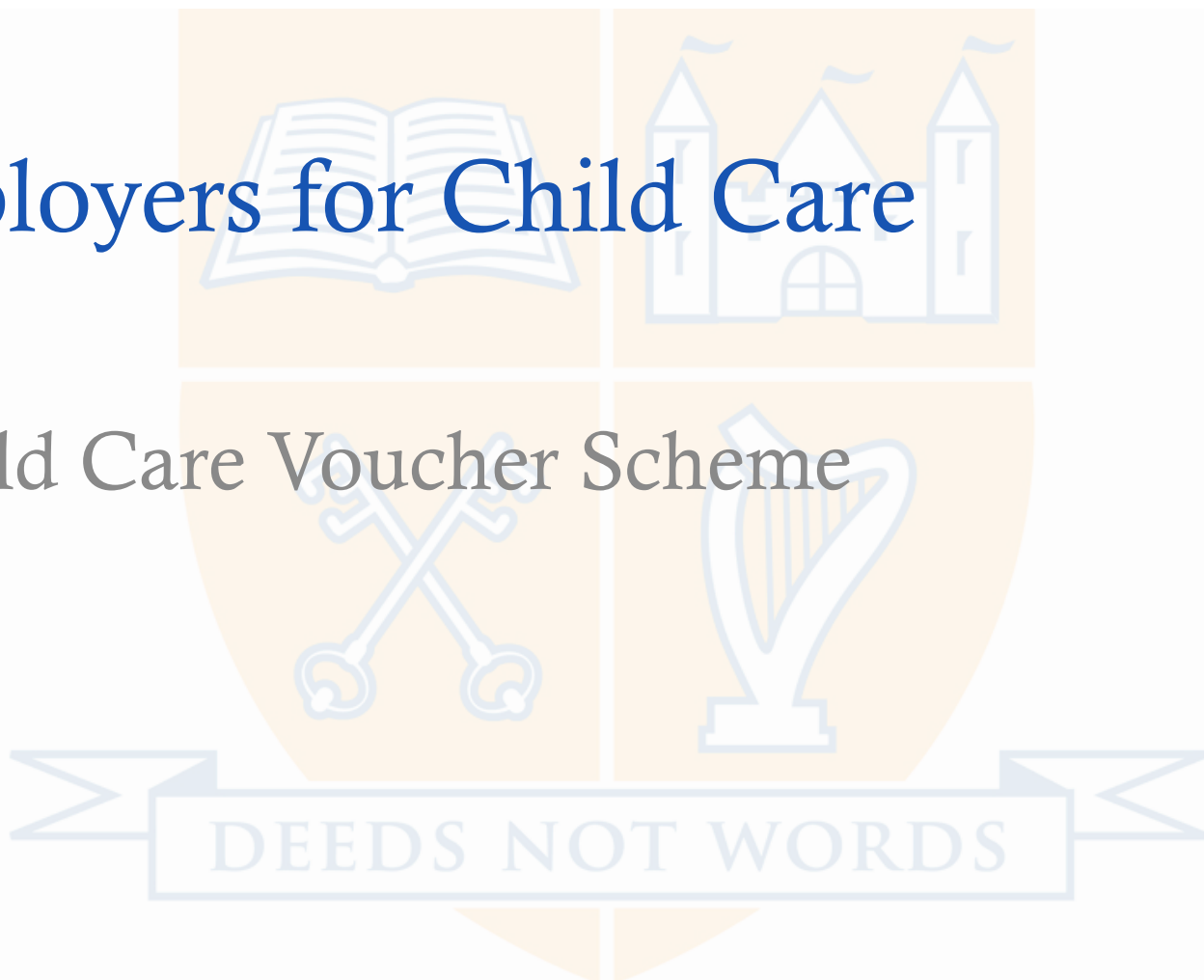
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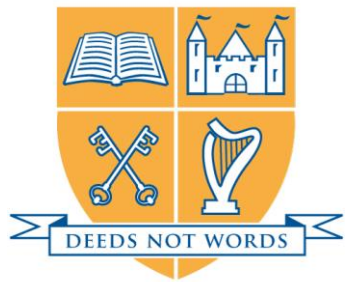


ST. TERESA'S PRIMARY SCHOOL
'DEEDS, NOT WORDS'

Employers for Child Care

Child Care Voucher Scheme





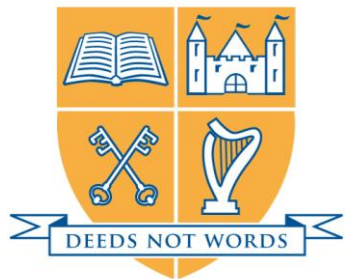
ST. TERESA'S PRIMARY SCHOOL
'DEEDS, NOT WORDS'



When can the service commence

We hope to have registration
complete with Social Services by
Monday 19th September 2016





Application Forms Available

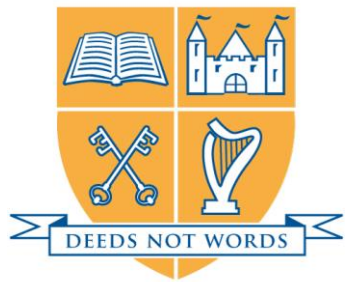
****Full Day is holidays only***

Afternoons are 3-6, Breakfast club- 8.15-9.00 and 2-3 club (waiting club) 2.00-3.00pm

Full week including holidays		Full week term time only		YES		YES	
Part time (please tick as appropriate) (NB: Breakfast club where applicable and Waiting club is waiting class from 2pm-3pm)							
Monday	Full day		Breakfast club		Waiting Club		Afternoons
Tuesday	Full day		Breakfast club		Waiting Club		Afternoons
Wednesday	Full day		Breakfast club		Waiting Club		Afternoons
Thursday	Full day		Breakfast club		Waiting Club		Afternoons
Friday	Full day		Breakfast club		Waiting Club		Afternoons

If your child's attendance will be on a rota basis we require one month's notice of attendance but please attach a sample rota to this enrolment form.

- Each child/children's placement is booked at St. Teresa's After School Club (refer to Admission Policy for more information on this process).
- Parents/Guardians will be contacted before the placement is due to begin by Mrs Finn/Miss Savage. At this same stage a time will be arranged for you and your child to visit the unit.
- We understand that certain times and dates may not suit and we will try to be as flexible as possible.
- The settling in times and dates will take place on the days which your child will be attending the unit.



Any Questions?

