7. After School Programme & Enrolment Policy

**Policy Statement**
Links Childcare 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**

I. **After School Care Programme**

- Links Childcare 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 crèche
  - Homework support
  - Evening activities and extra-curricular activities

- Links Childcare 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 Links 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 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)

II. **After School Fee Billing Information**

After School Fees are payable over a 12 month/52-week period. Standard After School 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.
III. After School Annual Re-Enrolment

- Our After School Programme is subject to an annual re-enrolment process which commences each September and terminates on 31st August the following year. Please refer to section II for after school fee billing information.
- For children already enrolled for after school care places will automatically be secured for the following year provided the re-enrolment process has been completed subject to the individual school run being continued and availability of care.
- Existing care arrangements will remain unchanged during the re-enrolment process.
- After School re-enrolment forms will be issued to all parents each March and must be returned by email to Links Childcare planning department at info@linkschildcare.ie by 1st April each year. (crèche managers cannot accept these forms)
- Each annual re-enrolment process is subject to our initial enrolment deposit agreement terms whereby in the event of the re-enrolment not been taken up and/or being cancelled before the following September the deposit will be forfeit and therefore non-refundable.
- A member of the Admissions Team will confirm receipt of your form and confirm that your existing deposit on file has been transferred to secure your place for the following academic year.
- Please note that if completed forms are not received by 1st April your place will not have been secured for the following academic year and your care will terminate on 31st August.

IV. 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 Links Pre-School)

- The Links Childcare 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 Links After School care programme for Pre-School children entering the After-School programme opens in February each year. The Admissions Team will issue After School enrolment forms by email to all parents for completion.
- After School enrolment forms must be emailed to Links Childcare planning department: info@linkschildcare.ie (crèche managers cannot accept these forms)
- The application will be reviewed by management and a timely decision will be given to parents.

Allocation of place for New Applicants After School Programme

- Links Childcare lists the names of the schools included in the after school care service annually on the Links Childcare website from the February preceding the September of enrolment.
• Places are allocated as follows:
  1. Children in attendance at Links Childcare Pre-School
  2. First come first served basis
  3. Primary Schools listed on the after-school service list (please see website www.linkschildcare.ie)
  4. Transport availability for school and collection/drop off time
  5. Crèche availability for the type of care (i.e care days required)

• Only after internal applicants have been reviewed will places be offered to external applicants.

• Please note, that Links Childcare cannot guarantee after school service placement to all children in attendance at Links Childcare Pre-School. Due to a limit on capacity of After School children per crèche and transport availability. Links Childcare can only accommodate a specific number of after school children. Parents must follow the application process.

V. 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 Links Childcare 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.

VI. 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 crèche staff cannot provide.

Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.