



LINKS CHILDCARE POLICIES & PROCEDURES

After-School Programme & Enrolment Policy

Last Review Date: September 2023

Policy No. 7

Issued: 2019

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 from selected schools (excluding school holidays and mid-term breaks)
 - School collection during school term from selected schools (excluding school holidays and mid-term breaks)
 - Dinner on arrival at crèche
 - Homework support
 - Evening activities and extra-curricular activities
 - Evening Tea
- Links Childcare operates action packed 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 (subject to availability) 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(s)/guardian(s) 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 fees will cover your child's regular afternoon care as per their enrolment 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 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 care terminates on 31st August for any child starting primary school (notwithstanding this parents/guardians must still adhere to billing and termination agreement i.e notice period is still required). An application must be made by the parent(s)/guardian(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-March each year. An online expression of interest form is issued to all pre-school parent(s)/guardian(s) by email.
- This expression of interest form is completed online and submitted for review.
- The application will be reviewed by management and a timely decision will be given to parent(s)/guardian(s).
- Upon confirmation of an available place an Enrolment and Supplementary Deposit Agreement Form (Appendix A) is provided which must be completed and returned in order to secure the place. Confirmed places are subject to a continuity of enrolled care from pre-school until 31st August directly into after-school from 1st September with Links Childcare.
- Following commencement on the after-school programme a termination of care will be subject to the criteria of the initial Deposit Agreement & Termination & Billing Agreement Form.

Allocation of place for 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 based on the criteria below:
 - Children in attendance at Links Childcare Pre-School
 - Siblings. *If two or more siblings meet the criteria for the available place the number of siblings within a family attending or enrolled with Links Childcare and length of service will be considered*
 - Primary Schools listed on the after-school service list (please see website www.linkschildcare.ie)
 - Transport availability for school and collection/drop off time



LINKS CHILDCARE POLICIES & PROCEDURES		
After-School Programme & Enrolment Policy		
Last Review Date: September 2023	Policy No. 7	Issued: 2019

- Creche availability for the type of care (i.e care days required)
- Siblings of children that previously attended Links Childcare
- 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 creche and transport availability. Links Childcare can only accommodate a specific number of after-school children. Parent(s)/guardian(s) must follow the application process.

IV. 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, parent(s)/guardian(s) must understand that the changed circumstances may not fit in with established services to other schools.

V. 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, parent(s)/guardian(s) 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 parent(s)/guardian(s) to review the homework each evening with their child, to complete the reading element of the homework and to sign the homework journals.

Parent(s)/guardian(s) 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.

Review Dates:	January 2020	October 2020	February 2021	February 2022	April 2022	March 2023
	September 2023					



LINKS CHILDCARE POLICIES & PROCEDURES		
After-School Programme & Enrolment Policy		
Last Review Date: September 2023	Policy No. 7	Issued: 2019

Appendix A

Enrolment and Supplementary Deposit Agreement Form for the After-school Programme

Child Full Name _____
Child Date of Birth _____
Please indicate the creche location that your child attends: _____

Enrolment on the after-school programme is a separate enrolment process and a deposit is required for all children in order to secure a place. For children who are enrolled in pre-school care immediately preceding the commencement of the after-school programme it is possible to use the deposit paid on the initial enrolment with Links Childcare to secure a place in the after-school programme.

The deposit will be used to secure both a current enrolment and a future enrolment. As such, during the period commencing from the date of this Agreement and concluding on the first day of the After-School Programme, the deposit will be subject to the criteria of the initial Deposit Agreement and the Termination & Billing Agreement and this Supplementary Deposit Agreement, such that the deposit will be forfeit and non-refundable in the case of **either** of the following events;

1. The booked after-school place is not taken up and/or is cancelled prior to the commencement of care
2. Notice of cessation of care of less than 2 months is given by you

Following commencement of the after-school programme in September 2023 the deposit will be subject to the criteria of the initial Deposit Agreement and the Termination & Billing Agreement

I/We the below signed parent(s)/guardian(s) agree to use the deposit currently on file for my child/ren to secure his/her/their place commencing September 2023, under the conditions outlined in this document.

I/We understand that this deposit will be held on file until my child/ren leave, where it will be refunded once the terms of the termination and billing agreement have been met and all balances on my account are paid in full.

I/We also understand that in the event of the after-school place being cancelled by me/us after the submission date of this enrolment form, but before the commencement of the After-school Programme, the deposit will be forfeit and therefore non-refundable.



LINKS CHILDCARE POLICIES & PROCEDURES		
After-School Programme & Enrolment Policy		
Last Review Date: September 2023	Policy No. 7	Issued: 2019

Parent/Guardian (1) Please print name: _____
Parent/Guardian (1) Please sign here: _____
Date: _____

Parent/Guardian (2) Please print name: _____
Parent/Guardian (2) Please sign here: _____
Date: _____