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Oranmore

Afterschool!

Registration Form

Mission Statement

Oranmore Afterschool aim to create a home away from home atmosphere, not an extension of the school day. Activities within this after-school are designed to ensure it is a place of stimulation for children, assisting them to develop self-reliance, self-expression and an understanding of the needs of others within a happy and caring environment.

We believe that well organised children’s facilities help develop a child’s social skills as well as aiding their general development, therefore giving young people an enriched childhood and a better start in life.

Objectives

1. To provide a safe and supportive environment for school aged young people to engage in activities that are recreational and developmentally beneficial.
2. While the emphasis will be on providing a recreational, relaxed environment, we will acknowledge the fact that some children may need to do their homework. If children and parents indicate that a homework facility would be helpful, it will be provided.
3. To encourage and develop young people to engage in creative activities with their peers.
4. To provide a safe environment for young people to mix and socialise with their peers on a regular basis throughout the week.

Contact Details

[www.oranmorepreandafterschool.com](http://www.oranmorepreandafterschool.com)

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Admissions

ADMISSIONS POLICY

It is the policy of our after-school service to offer equal access to all children from the community including children with a disability or special requirements irrespective of their cultural or economic background.

ADMISSIONS PROCEDURE

* Parents seeking to secure a place for their child must complete an enrolment form.
* A completed enrolment form must be lodged prior to the child attending Oranmore Afterschool.
* Children will be admitted on a ‘first come first served’ basis, following submission of the enrolment form. An exception to this rule applies in relation to siblings of current attendees.
* If there are no remaining places a waiting list will be drawn up.

FEES AND PAYMENTS

Fees are set at the beginning of each year at a rate that takes account of affordability for parents and of the sustainability of the service. See Price list and Fees terms and conditions for details.

HOLIDAYS

Christmas – Closed for 2 weeks (fees due for one week)

 Bank Holidays – Closed (fees due)

Easter – Closed Good Friday and

 Easter Monday (fees due)

Open all other days of holidays (see Price list for details of fees)

Mid-Term Holidays - Open (see Price list for details of fees)

Summer Holidays - Open (see Price list for details of fees)

Price List

School Term

* Full week (2.30pm to 6pm) - €65
* Full week (1.30pm to 6pm) - €70
* Infants full week (1.30pm to 2.30pm) - €20
* In-service day (8am to 6pm) - €16 extra
* Singular half day (2.30pm to 6pm) - €15
* Singular half day (1.30pm to 6pm) - €16
* Singular full day (8am to 6pm) - €30
* Holidays Full week such as mid-term, Easter, etc. - €120
* 12 noon school closing (1st to 6th class) - €7 extra
* 12 noon school closing (Junior & Senior Infants) - €5 extra
* Bank holidays – fees due
* Christmas holidays (2 weeks) – one week free of charge (fee covers early school closing times throughout the year)

Summer Holidays

* Full week (8am to 6pm) - €120
* Half days, full week (8am to 1pm or 1pm to 6pm) - €70
* Singular half day (8am to 1pm or 1pm to 6pm) - €16
* Singular full day (8am to 6pm) - €30
* Retainer available on a monthly basis
* Bank holidays - fees due

Fees Terms & Conditions

* Fees are set at the beginning of each year at a rate that takes account of affordability for parents and of the sustainability of the service.
* Parents will be given at least one months notice of any changes to fees.
* Payment is required at least one week in advance.
* Payment can be made by cash, cheque or direct debit.
* Prices are outlined in our Price list.
* Oranmore Afterschool does not facilitate an hourly service/rate.
* Fees must be paid even if a child is absent due to illness or during part or all of the school holidays, including summer.
* Fees are due for bank holidays.
* Normal fees during school holidays entitle parents to have their children looked after at the times children normally attend Oranmore Afterschool, any additional time incurs an additional charge.
* Early school closing times incur an additional charge.
* Fees must be paid a week in advance in full for holidays during school term such as Easter, mid-term, etc.
* If a child is booked in regularly for a portion of a week and on occasion a parent needs to swap a day for example a Tuesday for a Thursday, an extra charge may apply.
* Christmas holidays, closed for two weeks, fees due for one week.
* There is a waiting list for places in Oranmore Afterschool, however preference will be given to siblings of current attendees.
* One month’s notice must be given if your child is leaving Oranmore Afterschool or a parent needs to change their care requirements.
* Late collection may be subject to a fee.
* If you have special requirements outside of those outlined above, please discuss these requirements with us.

Rules

1. Children cannot leave Oranmore Afterschool facility unsupervised at any time.
2. Children must respect Oranmore Afterschool premises and equipment.
3. Children while attending Oranmore Afterschool must only use the equipment provided by the after school.
4. Children must have respect for their peers and their carers.
5. Parents must inform Oranmore Afterschool in advance if their child will be absent on any given day.
6. Children will be marked on a daily register as they arrive in Oranmore Afterschool and will be signed out by a carer when they leave.
7. A healthy eating policy will be endorsed.
8. Chewing gum is not allowed in Oranmore Afterschool
9. Unacceptable behaviour will not be tolerated. A behaviour chart will be kept for both boys and girls attending Oranmore Afterschool. Continuous bad behaviour may result in suspension or expulsion. If a child is suspended, parents will be given advanced notice and fees will still be due.

Confidentiality

It is our policy to keep confidential all personal information about children, families, staff and volunteers involved in our service.

- Parents will have access to records kept in the service, but only in relation to their own child.

- New staff and volunteers will be informed of the services confidentiality policy as part of their induction programme.

- Information held in Oranmore Afterschool in relation to child protection concerns will be stored in a separate locked drawer and will be shared only on a need to know basis in line with our child protection policy.

Food Preparation & Service Guidelines

(as recommended by the Environmental Health Service Executive)

We have been advised not to be involved with any foods which have been in children’s school bags all day. That includes reheating or toasting any foods such as soups, dinners or sandwiches. Children can however eat food cold, from their lunchboxes, in Oranmore Afterschool.

Non-perishable foods can be reheated/prepared and served by Oranmore Afterschool.

During full day care such as mid-term break we can reheat, prepare, toast and serve food brought to Oranmore Afterschool by children as we can refrigerate from once they arrive in the morning. Please note that our refrigeration capacity is limited so we would ask that food be packed in freezer bags so that all children can refrigerate their lunches.

We have compiled a list of examples of foods which we can reheat / prepare and those which we can’t for your convenience.

Food which cannot be reheated, prepared or served in Oranmore Afterschool during school term:

* Perishable foods which has been in school bags all day;
	+ Soup, Dinners, Cheese & Ham, etc. for sandwiches

Food which can be reheated, prepared or served in Oranmore Afterschool during school term:

* Non-perishable foods which have been in school bags all day;
	+ Soups (tinned or dried), Noodles (dried), Beans or Spaghetti (tinned or cartons), Creamed Rice and Custard (cartons), Pasta (non-perishable variety), Rice (non-perishable variety), Pasta sauces (non-perishable variety)

Additional foods which can be eaten in Oranmore Afterschool which require no preparation:

* + Fruit, Food from school bags eaten cold, Buns, Cakes, Sandwiches, Breads, Cereal bars, etc.

Food provided by Schools Out!

* + Toast, Jam sandwiches, Crackers, Apple & Biscuits

Positive Behaviour Management

*‘All children have a right to discipline that should not be confused with punishment’*

POLICY

Oranmore Afterschool 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 and any special needs they may have.

PROCEDURES

* Children’s efforts, achievements and feelings will always be acknowledged to promote the growth of self-esteem and self-discipline.
* Oranmore Afterschool will strive to manage behaviour consistently in order that children have the security of knowing what to expect and can build up good patterns of self-discipline.
* Carers must be good role models by following rules and showing respect to each other and the children.
* Rules that apply to all children and carers will be discussed and agreed. These rules will be made known to all carers, parents and children.
* It is recognised that the key to behaviour management is good observation skills in carers.

POSITIVE STRATEGIES FOR BEHAVIOUR MANAGEMENT

* One to one carer support will be offered to the child that has misbehaved to help the child to see what went wrong and offer possible solutions.
* Comfort and support will be offered where another child has been hurt in an incident.
* Explanations for challenging unwanted behaviours and attitudes will be made clear immediately to the child/children.
* It will always be made clear to the child in questions that it is the behaviour and not the child that is unacceptable.
* Carers will use simple language while speaking calmly and quietly to the children when dealing with these situations.
* Carers will demonstrate respect and empathy by listening and being interested.
* Children’s participation will be encouraged, to promote independence and confidence.
* By offering alternatives, positive behaviour is encouraged and helps to teach the children about the value of compromise.

Bullying Policy

Bullying is defined by the Department of Education and Science as follows:

*Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.*

*Isolated incidents of aggressive behaviour, which should not be condoned, can scarcely be described as bullying. However, when the behaviour is systematic and ongoing it is bullying.*

Oranmore Afterschool believes that bullying is unacceptable and will be challenged if it occurs. According to the Department of Education and Sciences pupils who are being bullied may develop feelings of insecurity and extreme anxiety and thus may become more vulnerable. Self-confidence may be damaged with a consequent lowering of their self-esteem. While they may not talk about what is happening to them, their suffering is indicated through changes in mood and behaviour. Bullying may occasionally result in depression/suicide. It is, therefore, important to be alert to changes in behaviour as early intervention is desirable.

As per the Department of Education and Sciences Oranmore Afterschool believes that prevention is the most effective course of action and therefore follows the departments ‘Guidelines on Countering Bullying Behaviour in Primary and Post Primary Schools’.

**Our Policy Aims:**

(1) To create an ethos which encourages children to disclose and discuss incidents of bullying behaviour.

(2) To raise awareness of bullying as a form of unacceptable behaviour with after school management, staff, children, parents/guardians.

(3) To ensure comprehensive supervision and monitoring measures through which all areas of after school activity are kept under observation.

(4) To develop procedures for noting and reporting incidents of bullying behaviour.

(5) To develop procedures for investigating and dealing with incidents of bullying behaviour.

(6) To develop a programme of support for those affected by bullying behaviour and for those involved in bullying behaviour.

(7) To work with and through the various local agencies in countering all forms of bullying and anti-social behaviour.

(8) To evaluate the effectiveness of after school policy on anti-bullying behaviour.

Registration Details

**General Information**

|  |  |
| --- | --- |
| **NAME OF CHILD** |  |
| **HOME ADDRESS** |  |
| **DATE OF BIRTH** |  |
| **HOME TELEPHONE NO.** |  |
| **FATHERS NAME** |  | **MOTHERS NAME** |  |
| **WORK PHONE NO.** |  | **WORK PHONE NO.** |  |
| **MOBILE NO.** |  | **MOBILE NO.** |  |
| **EMAIL**  |  | **EMAIL** |  |

If any of the above details change please inform Oranmore Afterschool so that all records are kept up to date.

**Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL** |  | **CLASS** |  |
| **FULLTIME/PART TIME** |  | **START DATE** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MON** | **TUES** | **WED** | **THURS** | **FRI** |
|  |  |  |  |  |
| **ADDITIONAL INFO** |  |

Registration Details Continued

**Medical Information**

|  |  |
| --- | --- |
| **CHILDS DOCTORS NAME**  |  |
| **DOCTORS ADDRESS** |  |
| **DOCTORS TELEPHONE NO.** |  |

Are there any health or medical concerns, allergies, special needs, special dietary needs, etc. which the carers in Oranmore Afterschool should be aware of, to better care for your child?

If a child required medication to be administered while attending
Oranmore Afterschool a consent form must be completed by their parent/guardian, as per our policy.

Has your child received all their immunisation vaccines? Yes / No

In case of an emergency do you allow emergency services to administer first aid to your child? Yes / No

Is there any other information that would be helpful to know while
we care for your child?

Emergency Contact Details

If parents are not available in an emergency please provide details of
two or more adults who should be contacted.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **TELEPHONE NO.** | **RELATIONSHIP TO CHILD** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Collection Details

I/We the parent(s) of will collect our child
from Oranmore Afterschool daily however I/we authorise the following adults to collect my child from Oranmore Afterschool in the event
of my absence.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **TELEPHONE NO.** | **RELATIONSHIP TO CHILD** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Walking & Outing Policy

1. Junior and senior boys and girls are collected from Gaelscoil DehIde at 1.20pm and Scoil Mhuire at 1.30pm by two staff members daily.
2. At 2.30pm daily all Scoil Mhuire girls from 1st to 6th class walk within school grounds to the gate adjoining Oranmore Afterschool grounds and are collected from there.
3. At 2.20pm daily boys and girls from Gaeilscoil DehIde walk to Oranmore Afterschool
4. Children from 1st class are collected from Gaelscoil DehIde at 2.20pm and Scoil Iosaif Naofa at 2.30pm by two staff members, at the designated collection point.

Boys and Girls who are allowed to walk unaccompanied to Oranmore Afterschool:

I do not wish my child, ……………………, to be collected from school and agree to him/her walking unaccompanied to Oranmore Afterschool. I accept that my child is not the responsibility of Oranmore Afterschool until he has presented himself at Oranmore Afterschool on any given day.

1. Outings within walking distance including trips to the Astro Turf pitch, Playground, Village, Library, Oranmore Castle, Calasanctius College gym, etc.

At least two staff members will accompany children on all of the above outings.

1. To the best of our ability due care and supervision will be taken to ensure the safety of all children however in the event of an incident Oranmore Afterschool are not liable.

Authorisation

Thank you for completing this registration form. All information given will be used to provide the best care possible for your child. Your confidentiality will be respected at all times.

Please sign below, indicating your agreement with the terms and conditions of registration with Oranmore Afterschool

I have read and accept all of the terms and conditions of registration with Oranmore Afterschool and have provided all required information in relation to my child.

Signature of Parent:

Signature of Carer:

Date of registration:

Start date: