



Castleplunkett NS After School Service

CRO: 741978

Castleplunkett NS
Castleplunkett,
Castlerea,
Co. Roscommon.
F45YA40

Opening Hours:	1:50pm – 5:30pm
No of Weeks per year opened:	38 (Term Time)
Capacity:	24
Ratios:	1:12
Phone Number:	
Email:	castleplunkettnsafterschool@gmail.com

Further detail on the following synopsis information can be found in the After School Policy Document, which can be viewed in hard copy on site or on the school website. www.castleplunkettns.com.

Funding: The service offers the National Childcare Scheme.

Fees: Parents/guardians are required to sign a Parent Agreement regarding fee payment (this will be completed separately to After School enrolment form, once details are uploaded to Hive system). Fees must be paid weekly. Fees must be paid by cash or bank transfer. Receipts will be issued.

1:50-5:30 €15 daily

2:50-5:30 €10 daily

1:50-2:50 €5 daily

Single hour €5

Homework: It is the policy of the service to provide a period of 30 minutes each day for written homework. This session will be scheduled to take place directly after children have had their snack. Staff will not be responsible for signing children's homework as it is very important that parents/guardians check each child's homework and complete reading/learning work at home.

Collection/ Attendance: Children must be collected by a parent/guardian or their nominated person. Parents/guardians are advised to keep within their agreed time for collection of their child/children. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely.

All children are supervised during collection times, and when entering and leaving the service. Children must be signed in and out by either a member of staff or a parent/guardian or their nominated person. It is the policy of the service that no child may leave the service unaccompanied.

It is essential to the efficient running of our service that parents/guardians inform us if a child is unable to attend the service eg due to illness etc. During the school day a communication with the school can be made in the usual manner on Aladdin. The After School mobile will be attended from 1:30-5:30pm and any changes to attendance or collection must be via call or text.

Snacks: Children should bring additional packed lunch/ healthy snacks for After School. A fridge will be available to store After School Snacks on site. The children may put After School snacks into the fridge in the morning to keep food fresh. It is also hoped, once we are well established and our routines are in place to provide access to a microwave for the winter months, so staff can heat soup etc if required.

Property: As with school, pupil items including clothing, equipment, lunch boxes, bottles etc should be clearly labelled and labels and belongings checked regularly.

Behaviour: Similar to the School's Code of Behaviour, our After School Service will aim to Create a positive climate with realistic expectations, Promote positive behaviour and provide a caring environment. All children will be asked to behave with respect and good manners at all times, follow the instructions of adults and continue to respect and take care of school equipment and property. Please make yourself familiar with the Service's Behaviour Management and Anti-Bullying policies.

Other Information/ Policies: Please make yourself familiar with the Medication Policy and Infection Control Policy details.

All mandatory Child Protection and Safeguarding matters and procedures will be followed in line with *Children First: National Guidance for the Protection and Welfare of Children* published by the Department of Child and Youth Affairs in 2017.