



After School Statement of Purpose & Function

Policy Statement:

The purpose of Ballybrack/Killiney Montessori & Afterschool is to provide quality, affordable school aged childcare to school aged children in the local community. It is a community/private service and is classified as a school aged childcare service under the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services) Regulations 2018. Ballybrack/Killiney Montessori & Afterschool 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. We aim to provide a fun, safe and stimulating environment for school aged children.

All parents are encouraged to read this Afterschool Policy on enrolment of their child with our Afterschool service. A Child-friendly format is also available for them to discuss with their child.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services) Regulations 2018.

Name of setting:	Ballybrack/Killiney Montessori & Afterschool
Address:	Parish Hall, St. Matthias' Church, Church Road, Killiney, Co. Dublin
Eircode:	A96 CP29
Registered Provider:	
Person in Charge:	Ms. Eve Berea
Deputy Person in Charge:	
Contact Tel No:	087-7881167
Email address:	ballybrackkillineymontessori@gmail.com

Policy and Procedures:

After School Care Programme

Ballybrack/Killiney Montessori & Afterschool provides:

- Registered sessional preschool Montessori Service for children aged 2½ to 5½ years classes:
- Three morning classes from 9.30am – 12.30pm and one afternoon class from 1.30 – 4.30pm.
- Lunch club for morning preschool children aged 2½ to 5½ years until 3pm.
- Full-time care for preschool children aged 2½ to 5½ years until 6pm.



- After-school service for children attending selected local primary schools for up to 48 children. The Adult : Child ratio is 1:12. This service is available to children from Junior infants to 6th Class (ages 4 to 12 years) from 1pm to 6pm daily. We are open during school term time in line with local Primary schools in the area for 38 weeks of the year. During Mid-term, Easter and 6 weeks in Summer we run camps for school-aged children.
- ***Please note that your child must be toilet-trained in order to attend our Afterschool service.***

The after-school care programme includes the following services:

- Morning breakfast club with drop off limited to some local schools (Please enquire from staff).
- School drop off during school term (excluding school holidays, mid-term breaks and school closure days, e.g. meetings, in-service days, etc).
- School collection during school term (excluding school holidays, mid-term breaks and school closure days, e.g. meetings, in-service days, etc).
- Dinner on arrival at Afterschool.
- Homework support.
- Afternoon activities - The children will have time for free play with their friends, arts & crafts, board games, Lego, ball games, beads, outdoor play, chill-out zone/reading corner, painting, playdough, puzzles, role-play/dress up, etc.
- Afternoon snack.

Ballybrack/Killiney Montessori & Afterschool 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 'Camp Killiney' Camps. Your child is welcome to attend our camps for part-time or full days (8am to 6pm) during the school holiday period; please note there is an additional cost for camp. We do not operate a drop/collection service to/from any other camps. Please note that Camps are available to internal and external applicants and places will be limited. Parents must enrol their child in advance for the holiday camps (Please refer to After School Fee information for further information on additional costs).

After School Fee Billing Information:

- After School Fees are payable over a 10 month/38-week period (School year). Camp fees will apply during all mid-terms and school holidays including summer breaks and are paid separately. Camps must be pre-booked and will depend on availability, on a first come, first served basis. Fees to include all camps can be spread over 12 months – please refer to our fees policy.

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 Ballybrack/Killiney Preschool):

The Ballybrack/Killiney Montessori & Afterschool terminates on 31st August. An application must be made by the parent if they wish to enrol the child in the after-school care programme. This is new enrolment process.

The application will be reviewed by management and a timely decision will be given to parents.

Allocation of place for After School Programme:

Ballybrack/Killiney Montessori & Afterschool lists the names of the schools included in the after-school care service annually on the Ballybrack/Killiney Montessori & Afterschool website from the March preceding the September of enrolment.

Places are allocated on first come first served basis. Places are allocated firstly to children in attendance in Ballybrack/Killiney Pre-school, depending on availability for the type of care/place required at the time of enquiry.

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

Ballybrack/Killiney Montessori & Afterschool can only provide after school service to schools listed on the after-school service list. This list is reviewed regularly by management and changes made based on demand for the service.

Please note, that Ballybrack/Killiney Montessori & Afterschool cannot guarantee after school service placement to all children in attendance at Ballybrack/Killiney Pre-School. Parents must follow the application process.

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 Ballybrack/Killiney Montessori & Afterschool 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.

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 After school staff cannot provide.

This Statement of Purpose and Function is available to all parents and staff and is also available in a child friendly format.

Ballybrack/Killiney Montessori & Afterschool Policies & Procedures available are listed below:

- Drop off & Collection Policy
- Complaints Policy
- Risk Assessment Policy
- Infection Control Policy
- Fire Safety Policy
- Medication Management Policy
- Behaviour Management Policy
- Child Safeguarding Statement

This policy was adopted by Ballybrack/Killiney Montessori & Afterschool on 1st September 2019

Signed by: _____ Ms. Eve Berea, Owner/Manager

Review Date: yearly or as required.