

## Statement of Purpose and Function Aftercare at Wicklow Educate Together NS

**Our Vision** is to provide excellence in childcare. Our team in the aftercare facility aim to provide all children with quality care in a homely, safe and stimulating environment making it a place for living, learning and growing up in.

### **Our Values**

**Child centred** We are child focused and by treating children as individuals they always come first.

**Collaborative** By engaging with our team children, parents and volunteers in a proactive, supportive, flexible and caring way, we create a real sense of belonging.

**Nurturing** We are passionate about creating a fun, welcoming and nurturing environment to greatly enhance opportunities for children to learn and explore.

**Good Practice** We are committed to providing excellence through continuous improvement. We routinely reflect, review and enhance our childcare provision in line with good practice.

**Our aim** is to provide a welcoming space for children to enjoy after the school day finishes, encompassing both indoor and outdoor play & completion of homework.

**History** Wicklow Educate Together National School was established in 2003 and is under the patronage of Educate Together. During the early years of the school an aftercare service was provided for one hour per day. In 2017 a full programme of after school extracurricular activities was established, including an after school homework club. Since then the facility has extended to remain open for interested pupils until 5.30pm. The entire after care service running from 1.30-5.30 now caters for almost 100 pupils per day.

**Forward Plan** From September 2019 the facility will run from 1.30pm to 6pm daily, we are also considering an early start club running before school each morning. We are moving towards an online payment solution for parents which will streamline our registration and billing procedures.

### **Contact Details**

Wicklow Educate Together National School

Hawkstown Road

Wicklow Town

A67 E371

0404 62786

[info@wicklowetns.com](mailto:info@wicklowetns.com)

**Charity Number:** 20139391

**Tax Reference Number:** 9621484R

**Tax Clearance Number:** 993872

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**The policies and procedures** which govern Wicklow Educate Together NS have been carefully developed in accordance with both legislation and best practice and are continually reviewed. These policies apply to our after care and extracurricular activities. Each of our policies can be viewed in full on the policies section of our website [www.wicklowetns.com](http://www.wicklowetns.com)

**Premises** our school was built in 2016 and is purpose built offering an optimal safe environment to run our after-school programme

**Health & Safety** the entire premises is audited regularly

**Garda Vetting** procedures are adhered to rigorously covering all employees & volunteers working in the school

**Equipment & resources** in use are sourced appropriately and are checked and renewed on a regular basis.

**Record keeping systems** are held in line with the school's Data Protection Policy

**Safeguarding statement** is in clear visibility at all entrance areas DLP & DDLP are appointed and all child protection practices are reviewed regularly

**Insurance** there is public liability insurance and employers' liability insurance.

### Hours of opening

1.30pm – 2.30pm Junior/Senior Infants snack time, indoor play & story time

2.30pm – 3.30pm Junior/Senior Infants outdoor play

1<sup>st</sup> – 6<sup>th</sup> class supervised homework club or extra-curricular activity if registered

3.30pm – 4.00pm Afternoon snack in the hall for Junior Infants – 6<sup>th</sup> class. Please remember to send in an extra snack in schoolbags.

4.00pm onwards Outdoor games & activities (weather permitting), relaxing reading & chill area, arts and crafts, board games, Lego & toys. Please note, our aftercare facility is a technology free zone.

**Specific Days** - To register a child to attend aftercare on one or more specific days every week, the registration form must be completed, and then returned to the school office.

**Ad Hoc attendance** - To utilise aftercare on an ad hoc basis the same form must be completed and returned with the "ad hoc" box ticked. The school requires 24-hour notice for any ad hoc attendance to ensure we have availability on the day.

**Cost** per hour is €5.00 per child per hour or part thereof. Payment is due on the first Monday of the month for the days attended in the previous month. Currently parents receive an email notification of fees due.

**Eligibility** As with all our extra-curricular activities, our aftercare facility is only open to children attending Wicklow Educate Together N.S.

**Personnel** Lisa Jervis (Manager), Eoghan O'Mahony, Malgorzata Nowicka, Blaithe Watson & Alma Culleton