



POLICY ON AFTER SCHOOL CLUB

Summerhill Primary School provides an after school service for the children in the infant classes. This operates from 2pm to 3pm daily and is supervised by two staff members, employed by the Board of Management. These personnel are garda vetted and all of the normal school policies and procedures apply during the running of the after school club.

The school does not receive any funding from the Department of Education in order to run this service. Payments received by parents who avail of the service are used to pay the staff, cover insurance, light and heat the room, provide toys and art materials.

This service is not a homework club. The children will relax, play and eat a snack during after school club. At infant level, the homework is mostly language based and parental involvement is vital.

The cost of the after school club is €10 per child, per week.

The cost is €10 per week, regardless of how many days the child attends. This is because there is huge demand for the service and places must be reserved. The €10 fee must be paid by the parent every Friday, in order to secure the child's place for the following week. If the fee is not paid for two Fridays in a row, the parents will be contacted and the child's place in the after school club will be offered to another pupil. The option to pay by month or by term will be available to parents.

The maximum number of children in the after school club will be 20. A waiting list will be set up and places will be offered as they become available.

Where there are more than 20 applicants in any year, the following criteria apply in determining how places are allocated:

1. Pupils who have siblings going home at 3pm.
2. Pupils who were enrolled in the after school club last year, providing payments are up to date.
3. Pupils whose parents cannot collect at 2pm, due to work or other serious commitments.

Parents must sign the application form and must indicate agreement of these terms and conditions before their child is enrolled in the after school club.

Parents whose child is allocated a place in the after school club will be notified by letter and must pay the first weekly €10 fee to secure the place.

Going home arrangements must be indicated on the application form. If these arrangements change, the school must be notified in writing or by a call to the school office on 090 6492037. Parents who are collecting children from the after school club at 3pm must meet the SNAs at the front door of the school for safe hand-over of the children.



APPLICATION FORM FOR AFTER SCHOOL CLUB

Pupil's Name: _____

Class: _____

Parents' / Guardians' Names:

Parents' / Guardians' Phone Numbers:

Please indicate how your child will go home at 3pm:

1. Pádraig's Bus _____

2. Collected by _____

I have read the school's policy on the after school club.

I agree to the terms and conditions as laid out in this policy.

Signed: _____ Date: _____

For Office Use Only:

Form received on _____

Place allocated

Waiting List

Signed: _____ Date: _____

Summerhill Primary School
Athlone
Co Roscommon
Roll: 12754u



REVIEW PROCEDURE

The policy will be reviewed regularly in the light of experience. It will be reviewed by the Board of Management at least every two years. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible.

This policy was ratified by the Board of Management on 10th September 2018 and will be reviewed, at the latest, during the school year commencing September 2020.

Signed: _____
Fr Ray Milton, Chairperson