



## **PARENT INFORMATION PACK**

**CASTLEKNOCK E.T.N.S.**

## **COMPANY INFORMATION**

Tigers After School Care is a business name owned by Tiger Time Limited – registered address College Business & Technology Park, Blanchardstown Road North, Blanchardstown, D15 YW11. Company Registration number 488188.

## **CONTACT INFORMATION**

**Email Address:** [info@tigerschildcare.com](mailto:info@tigerschildcare.com)  
**Web address:** [www.tigersafterschoolcare.com](http://www.tigersafterschoolcare.com)

**Centre Manager:** Ciara Fitzpatrick

**Centre Email:** [castleknock@tigerschildcare.com](mailto:castleknock@tigerschildcare.com)

**Centre Phone:** 086 170 4088

**Admin/Accounts Office:** 087 170 3955 / 086 140 8259

## **HOURS OF OPERATION**

- Monday to Friday (during school term) from 7:30am – 9:00am and from 1:40pm – 6:30pm.
- Monday to Friday (in-service days) from 7:30am – 6:30pm

Tigers is closed for all bank and public holidays.

At Tigers we also run camps from 7:30am – 6:00pm during the following holidays:

- October mid-term
- February mid-term
- Two weeks at Easter
- 6 weeks of summer holidays

Tigers is closed for the Christmas school holidays, the first two weeks of the summer break and the week before each new school year commences<sup>1</sup>.

## **ABOUT TIGERS AFTER SCHOOL CARE**

The philosophy of the Tigers After School Care programme is that all children should be allowed time for unstructured play after their school day in a safe, warm, familiar and caring environment, where all children feel special and that they belong.

The aim of Tigers is to provide safe, pleasant, relaxing and stimulating care. We endeavour to offer children a place where they will enjoy spending time in and environment that parents feel comfortable with.

## **LOCATION**

Tigers is located in the pre-fab buildings towards the back of the school.

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<sup>1</sup>Will vary from year to year depending on how the start of the school year and the end of the 6 week Summer Camp programme fall.

## **NUMBER OF SPACES/PLACES AVAILABLE**

Places in all of our programmes are strictly limited and priority will be given to families residing in the locality of the relevant centre, and families who are regular users of that centre. Enrolment is also limited to the available spaces on site and is restricted to regular users. The following places are available for the coming school year.

- 36 breakfast club places
- 48 full-time places
- 36 hour club places
- 5 additional homework club places.

Please note that the number of available spaces is subject to change and staffing levels.

## **POLICY & PROCEDURES**

This document must be read in conjunction with our [General Policy & Procedures](#), a copy of which is available on the 'Parent's Page' of our website. The page is password protected. The password is t1g3rs2015.

## **TYPES OF CARE AND PROGRAMMES OFFERED**

We offer a number of childcare options. These options are designed to offer as flexible a service to the parents as possible.

### ➤ **Breakfast Club**

Breakfast Club runs 7:30am until school begins, Monday to Friday during school term. Children will be provided with a nutritious breakfast before starting their school day. Breakfast will include cereals, toast and breads along with milk and breakfast juices.

During the remaining time children will be free to play with their friends or use any of the equipment at Tigers. Organised activities will also be available for children although children can opt in and out of these activities.

### ➤ **After School - Full Time Care**

Children will attend Tigers from Monday to Friday from the time school ends until 6:30pm. These children will also attend during any in-service days or days upon which the school is closed (other than holidays, mid-term breaks, bank and public holidays). The rate for Full Time Care excludes Breakfast Club and camps.

### ➤ **After School – Hour Club**

Hour Club is run for Junior and Senior infant children. Hour Club accommodates parent with children in older classes with one pick up time. Hour Club includes a healthy snack and daily planned activities. Hour Club starts at 1:40pm.

### ➤ **After School – Homework Club**

The Homework Club is run for school going children in first class and above attending Tigers from Monday to Thursday. The programme runs from 2:40pm – 3:40pm and provides children with an hour of tutored homework time. All homework is checked by the supervisor and ticked and initialed in the child's homework journal when completed. Each night parents should check that homework is satisfactorily completed and sign their child's homework journal. **All reading homework is done at home.**

Please note that if a child leaves their belongings/homework sheets in their classroom Tigers staff cannot bring them back to their classroom to get it.

Homework Club is optional. If a parent wishes for their child to complete their homework at home they should bring this to the attention of a member of staff.

➤ **In-Service\*\* / Camps**

Care is provided during in-service days (not mid-term breaks). On these days Tigers operates from 7:30am until 6:00pm. In-service day care may be offered in a centre other than the one your child usually attends e.g. if a school is being used as a polling station we will accommodate your child in another nearby location. You will be given advance notice of this. In-service day care is not included in your monthly fee and a €20 fee must be paid if your child is to attend on an in-service day.

\*\* The service offered on in-service days is dependent on the number of children who will attend. We will not operate the service if there is less than 10 children attending on an in-service day.

Camps are held during mid-term breaks (excluding Christmas holidays), for two weeks of the Easter Holidays and for 6 weeks during the summer. Camps are usually held in one location and not in each individual centre. Spaces in camps are strictly limited with preference given to children whose fee includes the cost of camps. Once all of these children are registered we open up the remaining places to other children. Places are given on a first come first served basis.

To enroll your child in any of our camps you are required to complete a registration form and pay a non-refundable deposit.

A fee of €20 per child is payable for all children attending camp trips.

**ORDER OF DAILY ACTIVITIES**

Listed below is the general routine at Tigers. This is a guideline and may change

➤ **1:40 – 2:40: Hour Club**

Children are brought to the Tigers room and given a snack. The snack will consist of a drink, fruit, yoghurts, crackers, cheese etc. On special occasions treats will be provided.

The children will then be allowed 45 minutes of free play time. Below is an example of the activities that are planned for the children in Hour Club – please note that the activities are subject to change.

Monday – Wii games  
Tuesday – Arts & Crafts  
Wednesday – Board games/Circle games  
Thursday – Free play  
Friday – Movie

Children can choose to play in small groups with any of the toys provided as well as the Wii and computer. Children may also decide to do art and crafts in this time.

In fine weather children will be allowed supervised play outside.

➤ **2:40 – 3:40: Homework Club**

Homework Club is an opportunity for children to do their homework in a quiet school environment. Children will sit by themselves and have their homework journals out so that homework can be checked by a supervisor. Children are encouraged to do all written tasks first.

Each exercise will be checked by a supervisor before a child starts on the next exercise. When a supervisor is happy that a child is worked on an exercise to the best of their ability their journal will be ticked and initialed. Learning homework (spellings, tables etc) will be checked once all written work is completed. Children will be checked on this work daily.

Reading homework must be completed at home. We believe that this type of homework should be done with a child's parent on a one to one basis.

Each child must have a parent check and sign their homework journal daily. It is up to each parent to take responsibility for their child's homework and make sure that all work is done to the best of their child's ability.

Homework Club is one hour of supervised homework time. If your child's homework is not finished in this time they must go on to complete it at home.

➤ **2:40 – 3:10: Arts & Crafts**

Junior and Senior infant children as well as children not taking part in Homework Club will be given this opportunity to wind down and relax after their day. Children are given this opportunity to have some one on one time with their care givers. This time is used for art and crafts activities or free play – the children decide which they would prefer.

Younger children may wish to use this time as an opportunity to take a nap. Nap mats will be provided for any child who wants one during this time.

➤ **3.10 – 3:40: Get Moving**

The importance of physical activity for children cannot be stressed enough these days. Tigers recognise this fact and will use this time so children can partake in some form of exercise. We use the sports hall when it's available to us and in fine weather the children are brought outside. Children will be encouraged to take part in movement games.

*From time to time outside groups will be brought into Tigers in order to give children at Tigers access to some professional coaching. These classes are non-compulsory and will run at an extra cost to the parents. All outside coaches will be supervised by a staff member.*

➤ **3:45 – 4:15: Dinner**

Hot meals are provided by our catering service 'Moon and Spoon'. These meals are made specifically for children and contain no artificial ingredients. All dietary requirements are catered for but need to be specified in advance.

➤ **4:15 – 6:15: Theme (Week 1), Free Play (Week 2)**

Children can use this time to play games with their peers. Again children can choose to play in small groups with any of the toys provided as well as the Wii and computer. Children may also decide to do art & crafts in this time.

Every second week brings a new 'theme' to Tigers. We ask children for their help in deciding on the themes – they can range from zoo animals to dinosaurs – the children decide. Activities, art and crafts and games are then based on the theme of the week.

➤ **6:15 – 6:30: Tidy Up**

Children will be given this time to relax so that they are not over excited when their parents arrive. At this time children may read a book from the library.

**FEES**

A booking deposit is payable upon application for a place on one of our programmes. Please read our policies and procedures with regard to circumstances in which a deposit will/will not be refunded.

Castleknock								
	Full-Time Care	Full Time + Breakfast Club (1hr)	Full Time + Breakfast Club (1.5 hrs)	Hour Club	Breakfast Club 1 hour	Breakfast Club 1.5hrs	Full Time + Breakfast Club + Camps	Full Time + Camps
	Paid 10 months Sept - June						Paid 12 months	
<b>FULL TIME</b>	483	546	556.5	136.50	137	205	595.00	584.50
<b>4 DAYS</b>	437	546	546					
<b>3 DAYS</b>	328	410	450					
<b>2 DAYS</b>	218	273	300	<b>Not applicable</b>	<b>Not applicable</b>		<b>Not applicable</b>	
<b>1 DAY</b>	109	137	150	<b>Not applicable</b>	<b>Not applicable</b>		<b>Not applicable</b>	

\* if your child stays after 4pm the daily rate of €28 is charged.

All fees are payable monthly in advance on the first of each month and again, unless otherwise agreed, are to be paid by direct debit. A €20 monthly administration fee will be charged where fees are not paid by direct debit.

Fee invoices are sent via email on a monthly basis. An email address must be provided on the registration form.

Fees are to be paid without deductions. For clarity please note that fees are due in full irrespective of a child not attending because of, but not limited to, illness or holiday. With the exception of Camps, all other fees have been calculated to reflect periods when the centres will be closed.

Tigers is entitled, at its discretion, to charge an additional €10 per day for each day or part of a day payment is late. In addition Tigers will be entitled to terminate service with immediate effect if any payment stands overdue by seven days or more and please note such termination will be without prejudice to Tigers' right to enforce all of its entitlements herein to include payment.

\*\* If parents are availing of a childcare subsidy scheme, all necessary documentation is required **before** the child commences at the service.

Late Pickup Fee

Please note that in the event a child is not collected on or before the centre's closing time i.e. 6:30pm, a fee of €10.00 per minute or part thereof may be charged until such time as the child is collected. Repeated late pick-ups may result in Tigers terminating service.

## **CHILD PROTECTION**

We have a moral and legal obligation to ensure that all children in our care are protected, and their health and welfare are safeguarded. Our staff are legally mandated to report any concerns. We have a responsibility to identify, report and record any suspicions of child abuse to Tusla, the Child and Family Agency. We have a responsibility to respond to all child protection concerns.

## **GOVERNMENT SUBVENTION SCHEMES**

If you are applying for a childcare subsidy all relevant information must be provided before your child commences at one of our services. The information required will vary depending on the subsidy you are applying for. Please note that Tigers Childcare act as an intermediary between the parent and DCYA/Pobal. We have no input into the amount of subsidy awarded to a child/family nor do we have any input into the length of time it takes for a subsidy to be approved. Any queries relating to such matters should be referred directly to the relevant Government department or County Childcare Committee. Until such time as a subsidy is approved, our full fee will apply. Subsidies are passed on monthly in arrears.

## **HOW TO REGISTER**

To register your child, you need to complete the registration form and return it to us you will be sent an invoice for payment of the deposit and registration fee. This must be paid via bank transfer before your child commences at our service.