



# **PARENT INFORMATION PACK & REGISTRATION FORM**

**ST. FRANCIS XAVIER**

## **COMPANY INFORMATION**

Tigers Pre-School and Tigers After School Care are business names 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:** Aoife O'Connor  
**Centre Phone:** 086 022 6866  
**Admin/Accounts Office:** 087 170 3955 / 086 140 8259

## **HOURS OF OPERATION**

- Monday to Friday (during school term) from 7:30am – 8:50am and from 1:30pm – 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 – 6pm 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 an environment that parents feel comfortable with.

## **LOCATION**

Tigers is located in Room 7 of St. Francis Xavier Junior School.

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

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

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.

- 30 full-time places
- 20 additional Hour Club places
- 15 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. You can obtain the password from a member of staff.

## **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 from 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.

During Breakfast Club there will be 1:15 child to adult ratio in place. Places are limited to a maximum of 30 children.

### ➤ **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 starts at 1:30pm.

### ➤ **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 2:30pm – 3:30pm 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 Day Care / 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.

**ORDER OF DAILY ACTIVITIES**

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

➤ ***1:30 – 2:30: 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.

➤ ***2:30 – 3:30: 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 are

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.

➤ **2:30 – 3:30: 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.

➤ **3.30 – 4:00: Get Moving**

The importance of physical activity for children cannot be stressed enough these days. Tigers recognize 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.*

➤ **4:00 – 4:30: 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.

➤ **4:30 – 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 equivalent to one month's fees is payable upon application for a place on one of our programs. If a parent wishes to withdraw a child from a program one month's written notice must be provided failing which the deposit will be retained. Subject to the necessary notice being provided the deposit will be refunded less any outstanding fees and charges. Please note the deposit cannot be used as the last month's fees.

	Full-Time Care	Breakfast	Breakfast	Hour Club	Club 1 hour	Club 1.5hrs	Breakfast	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>Not applicable</b>	<b>Not applicable</b>	<b>Not applicable</b>	<b>Not applicable</b>	<b>Not applicable</b>
<b>3 DAYS</b>	328	410	450					
<b>2 DAYS</b>	218	273	300					
<b>1 DAY</b>	109	137	150					

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

Unless otherwise agreed, 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 issued 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.



**DETAILS OF PARENTS/GUARDIANS**

Name: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Home Address of either parent/guardian if different from child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With whom is child living? \_\_\_\_\_

**Nominated Emergency Contact**

Name: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**MEDICAL INFORMATION**

**Nominated Emergency Contact**

GP's Name: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Record of Immunisation**

Please tick and enter dates below:

**1) Vaccination Schedule for children born on or after 1<sup>st</sup> July 2015**

B.C.G.	6 in 1 + PCV	6 in 1 + Men C	6 in 1 + Menc C + PCV	MMR + PCV	Men C + Hib

**2) Vaccination Schedule for children born on 1<sup>st</sup> October 2010 – 30<sup>th</sup> June 2015**

B.C.G.	6 in 1 + PCV13	6 in 1 + Men C	6 in 1 + PCV13 + MenC	MMR + PCV13	MenC + Hib



**3) Vaccination Schedule for children born on 1<sup>st</sup> July 2008 – 30<sup>th</sup> September 2010**

B.C.G.	6 in 1 + PCV7	6 in 1 + Men C	6 in 1 + PCV7 + MenC	MMR + PCV7	MenC + Hib

**4) Vaccination Schedule for children born on 1<sup>st</sup> July 2006 – 30<sup>th</sup> June 2008**

B.C.G.	5 in 1 + MenC	5 in 1 + Men C	5 in 1 + MenC	MMR + Hib

**If your child was vaccinated prior to the dates shown in the tables above please provide us with a copy of their immunisation schedule.**

Does your child have any of the following (if not applicable please write n/a next to each heading)?

Allergies: \_\_\_\_\_  
\_\_\_\_\_

Special needs: \_\_\_\_\_  
\_\_\_\_\_

Disability: \_\_\_\_\_  
\_\_\_\_\_

Illness: \_\_\_\_\_

Please notify us of any special care/attention that is required due to any of the above.

If your child has ever suffered from Febrile Convulsions please indicate below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I consent to prescribed medicines by oral administration and others (inhalers/injectable adrenaline) in accordance with the policy and procedure of the service.**

**NB: Parents will always be asked to complete an Administration of Medication form prior to the medicines being given.**

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**I consent to the administration of teething gels and temperature control medication (Calpol or equivalent) in accordance with the policy and procedures of this service.**

**NB: Parents will always be informed when medication has been administered to their child.**

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**In the event of a medical emergency I hereby give permission to the management of Tigers Childcare to act on my behalf in case of emergency or accident and take such action as necessary for the benefit of my child. This decision is to be taken by the staff person in charge at the time of the emergency.**

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**In the event that my child has a minor accident/injury/illness at Tigers and the staff are unable to reach me, I give my authorisation to Tigers Childcare to provide my child with Calpol (or equivalent).**

Parent/Guardian Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information**

**Persons authorised to collect child (other than parent/guardian)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

**Permission for Photographs/Videos**

I hereby give permission for my child to be photographed/video recorded at Tigers Childcare. Photographs/videos may be used for the following:

- Documenting learning e.g. Observations, Learning Stories
- TUSLA Early Years Inspectorate / DES Inspectorate
- Service Evaluation
- In-Displays & Information
- Tigers Childcare Facebook Page & Website

Yes	No

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Permission to Change Clothes**

It may become necessary to change your child's clothing as a result of, for example, messy play or wet/soiled clothing.

I hereby give permission to Tigers Childcare to change my child's clothing if required.

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Sunscreen Policy**

Sunscreen is an essential part of keeping children safe in the sun. Per our Sunscreen Policy, during the summer months parents are asked to put sunscreen on their child in the morning (preferably all day sunscreen) before they arrive at Tigers. **We ask that you use a sunscreen with an SPF of 15 as a minimum.** We would ask that you leave sunscreen in your child's bag so that the sunscreen can be reapplied during the day if necessary. Please sign below to give permission for Tigers Childcare to apply sunscreen to your child. Signing below also gives your permission for Tigers Childcare to use the sunscreen held on site in the event that your child does not have their own. If your child is allergic to any particular brands, please make a note of it below.

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Allergies to known Brands: \_\_\_\_\_

Date: \_\_\_\_\_

**Infectious Diseases**

I will notify the service as soon as possible if my child is diagnosed with an infectious disease e.g. measles, viral meningitis, Diphtheria, Whooping Cough.

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **PARENT AGREEMENT**

I have read the Parent Information pack and in signing this parent agreement I confirm that;

- I have read and understood the Parent Information Pack and the Policies and Procedures document
- I agree to adhere to all stated policies and procedures
- I understand that Tigers After School Care is a business name owned by Tiger Time Limited.
- I understand that Tigers After School Care is a privately run company and all queries should be directed to the manager of the centre and not to the school/community centre in which we are based.
- Unless otherwise agreed, I agree to pay my fees in advance on the first of each month.
- I understand that if I am late in paying my fees by seven days or more, Tigers may terminate service to my child/children.
- I understand that Tigers may charge an additional fee of €10.00 per day for each day that I am late in paying my fee.
- I understand that if I wish to remove my child from Tigers that one months written notice must be provided, failing which my deposit will not be refunded.
- I understand that if I am late in collecting my child, a fee of 10.00 per minute, or part thereof, will be charged until such time as my child is collected.
- Although my child's homework may be completed in Tigers, I understand that it is my responsibility to check that it is done and signed.
- I have read the rules of behaviour management and understand that constant disruptive behaviour can lead to my child being excluded.
- I understand that I must re-register my child at Tigers for each new school year. Failure to do so may result in my child's place being lost.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **FOR OFFICE USE ONLY**

**Date child first attended:** \_\_\_\_\_ **Has deposit been received: Yes / No** \_\_\_\_\_ **Amount: €** \_\_\_\_\_

**Has direct debit mandate been completed & signed?** \_\_\_\_\_

**Has each section on registration form been fully completed?** \_\_\_\_\_

**Has Parent Agreement been signed?** \_\_\_\_\_

**Date child last attended:** \_\_\_\_\_ **Deposit refunded: Yes / No** \_\_\_\_\_ **Amount: €** \_\_\_\_\_



## SEPA Direct Debit Mandate



Unique Mandate Reference

Unique Mandate Reference (UMR) – to be completed by **Tiger Time Ltd**

By signing this mandate form, you authorise (A) **TIGER TIME LTD** to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from **TIGER TIME LTD**.  
 As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank.  
 A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

**Please complete all the fields marked \***

Creditor's name	T   I   G   E   R     T   I   M   E     L   T   D
Creditor identifier	I   E   3   4   S   D   D   3   0   6   6   1   9
Creditor address	B   F   A   R   M   L   E   I   G   H     A   V   E   N   U   E
City	F   A   R   M   L   E   I   G   H     W   O   O   D
Post Code	C   A   S   T   L   E   K   N   O   C   K
Country	D   U   B   L   I   N     1   5

Type of payment      \*    Recurrent payment        or    One-off payment   

Debtor Name	*	
Debtor Address		
City		
Post Code		
Country		
Debtor account number – IBAN	*	
Debtor bank identifier code – BIC	*	
Date of signature	*	

**Signature(s)**

Please sign here      \*

Please return this mandate to the Creditor