

Early Morning Club

For pupils of both Scoil Chaitriona Junior and Senior

Policy 2019/2020

The Early Bird Morning Club exists to provide high quality out-of-school hours childcare for parents of pupils in both Scoil Chaitriona Junior and Senior, Renmore. It provides a range of stimulating and creative activities in a safe environment.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An update to date price-schedule is available from the school office and school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Who are the staff of the Early Morning Club? The Early Morning Club is run by Ciara Doyle since the club's establishment in 2015. All enquiries should be directed to Ciara Doyle on earlybirdrenmore@gmail.com and will be followed up by phonecall. Supervising staff are Ciara Doyle, Aine Costelloe and Aoife Kelly. All staff of the morning club are Garda Vetted, qualified teachers, trained in First Aid and have numerous years experience in teaching and working with children in a variety of educational and play settings. We encourage children to play both unstructured and structured games during their time in the morning club. Our staff always encourage and ensure members feel safe, content and comfortable in the morning club.

What will the children do at the Early Morning Club? Children have an opportunity to eat breakfast if they have not eaten at home-this is not provided by the club and must be sent in by parents with their child. Children will play structured and unstructured games in a supervised, safe environment. (Scoil Chaitriona Senior Hall). Children will be given a valuable opportunity to develop skills in the type of activity they join, while also interacting with peers. All toys, games and art supplies are provided by the Early Morning Club.

When will the club run/Arrivals/Departures The Early Morning Club will open daily during term time from 07 40am to 08 40am (unless otherwise stated). Children should be dropped off in the mornings at SCS Halla door by a parent or guardian. Children will then be signed in by the staff of the morning club. At 08 40am children are escorted to their classrooms by the staff of the morning club.

How do I apply/Our Admissions Policy/Fees

Only children attending Scoil Chaitriona Junior/Senior are eligible to attend the Early Bird Club

- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process

- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

The cost for the Early Bird Morning Club is €4 per session (Family rates apply and more information is available on the termly registration letter/form sent to parents). Information on how to register is located on the school website under Scoil Chaitriona Senior-Early Morning Club tab. Application process is through email on earlybirdrenmore@gmail.com A number of spaces are held for children who travel by bus to attend SCS special classes.

What are the rules of the Early Morning Club? If a student attending the Early Morning Club is found to be causing a disruption/misbehaving on three occasions he/she will no longer be allowed to attend the club. Parents will be informed of any issues immediately. If there is a serious mis-behaviour a student may be excluded immediately. The fee paid will not be reimbursed. These rules are being enforced so that the club will run smoothly for all involved.

Safeguarding and Child Protection

- All staff of the Early Morning Club are Garda Vetted and recognise that the protection and welfare of children enrolled in the morning club is of paramount importance, regardless of all other considerations; adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
- Develop a practice of openness and regular communication with parents

Health and Safety

All staff of the Early Morning Club will take reasonable care for the health and safety of themselves and others in undertaking their work

Staff of morning club

- Report all accidents and incidents in line with the reporting procedure to Ciara Doyle (Early Morning Club Manager)
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to Club Manager

Pupils

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

First Aid and Administration of Medicines

- No staff or child is permitted to carry or administer medicine during the hours of the Early Morning Club, if a child requires essential medicine during this time parents may need to reconsider their child's enrolment in the morning club.
- In the event of minor injury during the Morning Club session children will be looked after by the staff of the morning club.
- Where there are any concerns beyond minor injury parents will be contacted immediately and informed of the injury/accident/illness and asked to come to morning club to collect their child.
- If parents cannot be contacted the manager on duty of the morning club will act as would a reasonable parent and seek medical assistance.
- Injuries will be recorded in the Incident Book of the morning club.

Data Protection/Privacy Policy

Early Bird Morning Club respects your privacy and is committed to protecting your personal data. Personal data, or personal information, means any information about an individual from which that person can be identified. We may collect and store data about you and your child as follows

- **Identity Data** includes first name, last name, title, date of birth and gender.
- **Contact Data** includes home address, email address and telephone numbers.

We will use your personal data in the following circumstances:

- Where we need to contact you/register your details

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Early Bird Morning Club before school childcare agreement

I[PRINT NAME] parent/carer of have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.40am – 8.40am. Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments on a weekly basis in a sealed envelope labeled with my child's details. I understand that I will lose my place if my account is in arrears.
- I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I agree to keep all contact, medical, dietary and other information up to date with the staff of the morning club