

Welcome to After the Bell Information letter



Thank you for choosing After the Bell, Afterschool Club as your school-age provider.

After The Bell is a family run Business, we have 3 further services which include Little Dale Academy which is next to us, Little Willows Academy in Dundrum and Room to grow which is based in Killiney.

As a family we wanted to create a space for school-age children to have of their own. Often these spaces have to be shared within a crèche environment which can feel restricting to the older children. We decided on an open plan layout to allow the children the option to explore the whole building. We have designed themed rooms for the children, quiet spaces for homework, reading and relaxing and communal spaces for meals and group activities. We are incredibly lucky to be situated next the Marsham Court green which we hope to take complete advantage of for sports activities

After The bell will cater for children attending Mount Anville National school and St. Laurence national school. The centre has the capacity to cater for up to 60 children. We have three floors and a large garden area to the rear of the building.

We will provide a 41-week service (aligned to the school calendar) running from September to the last day of school term at the end of June. The centre will close for the months of July and August. In time we may look at holding a 2-week summer camp.

The opening hours for the centre will be 1pm- 6pm during term time, during school holidays we will offer full days care at an extra charge from 9am-1pm. We will send a booking form out to you a couple of weeks prior to the school closure, should you wish to book your child in for morning care at a cost of €27 per day. We will close for the Christmas period and re- open on the 1st day back at school.

We offer a later collection time from schools should your child be taking part in an afterschool activity on campus, please note it must be the activities hosted in the school and not outside. Note, our capacity to offer this service will be dependent on numbers of children requiring a later collection time i.e. we will not be in a position to facilitate this service for very small numbers.

In term one (January to June 25) we aim to have a team of 6 staff caring for approximately 45 children ranging from junior infants to 3rd class

From February we will aim to Introduce 2 activities to the children (provided by external facilitators) each week, we will update you as soon as these are booked, your child will be invited to join in should they wish each week. This may include an arts and crafts teacher / Lego Club/ Science Lessons, these activities are included in your fees

In addition, our in-house team will offer weekly baking classes / sports games / Yoga classes. Your child will be encouraged to take part in some of these activities each week

Documentation and Policy

On registering you will receive the following documentation.

(note your child's place is subject to your timely completion and submission of all paperwork)

- Child Record Form
- All about me form
- A sickness Policy
- Policies for the service

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- Child Behaviour Policy - These policies are for you to read with your child. The policy will detail what behaviour is acceptable whilst in our care and you and your child will be asked to acknowledge and acceptance of the terms of this policy.

Items you will need to supply are detailed below:

Appropriate Wear: As the children will be walking from the school each day, we ask that they have a coat with a hood, even towards the summer months as weather is ever changing. It would be great if every child had their own umbrella also for walking.

We encourage you to supply a change of clothes for your child, as we have an art room, we would like the children to enjoy their time with paint etc without the worries of staining their uniforms.

Spare clothes can be kept in their school bag, or you can drop a set of clothes into us at the beginning of every week.

Meals:

We will be providing the children with a hot meal on arrival from school so we just ask for a small snack as they will have a break at around 4:15pm daily.

Photo:

We are asking each family to provide us with a clear recent photo of your child. As we will have many children, we are unfamiliar with we plan to make lots of 'get to know me charts' around the building, please send this on to us with your registration form and All about me form

Daily Checklist:

- Raincoat Daily
- Umbrella
- Change of Clothes
- A packet of wipes for their faces
- A small afternoon snack
- A clear photograph of your child

No Phone / No Smart Watch Zone Policy

To promote a safe, focused, and engaging environment for all children, our afterschool care facility has implemented a No Phone / No Smart Watch Zone Policy.

Prohibited Devices: Mobile phones, smartwatches, and other personal electronic devices are not permitted during care hours.

Storage of Devices: If a child brings a phone or smartwatch to the facility, it must be turned off and stored securely in their bag or a designated area until pickup time.

This policy is designed to:

- Encourage meaningful interaction and engagement with peers and activities.
- Protect the privacy and safety of all children and staff.
- Minimise distractions during care hours.

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We appreciate your support in fostering a distraction-free, tech-free environment for all participants. If you need to contact your child during care hours, please do so through the facility's main contact number.

Below is a layout of the building

Ground Floor	1st Floor	2nd Floor
<ul style="list-style-type: none">• Children's toilets• Staff toilet• Kitchen• Bag Room• Cloak room corridor• Activity Room: This will be where the children eat / attend group planned activities and will have a home corner for our younger children to play and relax	<ul style="list-style-type: none">• Office• Children's Toilets• Staff toilet• Activity Room 1: Lego Room• Activity Room 2: Art Room• Activity Room 3: Games Room• Activity Room 4: Playroom	<ul style="list-style-type: none">• Homework supervision room <p>This is a quiet space to allow the children time to complete homework.</p> <p>Within this space we will also have a library and chill out area and we will use this room for our quieter activities like yoga</p>

Fees and Payments

- 5 days – 41 weeks - €160 per week - €656 per month
- 3 days – 41 weeks - €96 per week - €393 per month
- 2 days - 41 weeks - €64 per week - €262 per month
- An NCS application will be made on your behalf
- The fees above do not reflect the NCS reduction.
- You will receive an invoice each month and we ask that payments are made within the first 5 days of each month

Late Collection Policy

To ensure the smooth operation of our Afterschool Care service and respect for our staff's time, the following Late Collection Policy applies:

- A fee of €5 per 5 minutes will be charged for late collections after the agreed pickup time.
- This fee will be calculated from the scheduled collection time.

We understand that unforeseen circumstances can arise. If you know you will be delayed, please inform the service as soon as possible by calling us directly. While notification does not exempt the late fee, it allows us to better accommodate your child's needs during the delay.

Thank you for your understanding and cooperation.

Again, we are delighted you have chosen us as your school age provider, and we are very much looking forward to welcoming your child to After the Bell.