



St. Mary's Childcare Campus CLG

Application Form

Afterschool

Child's Name: * _____ Date of Birth: * _____

Address: * _____

EIRCODE: _____

Nationality: _____ Primary School * _____

Fathers Name: * _____

Mothers Name: * _____

Daytime Address: (Fathers)

Daytime Address: (Mothers)

Tel No: _____

Tel No: * _____

Mobile No: * _____

Mobile No: _____

Email * _____

Email * _____

Other Persons Collecting Child: * _____

Contact Tel No: * _____

Contact Person (in case of emergency): * _____

Contact Tel No. (in case in emergency): * _____

Family Doctor's Name: * _____ Tel No: * _____

Medical Information:

Allergies: * _____ Medical Conditions: * _____

Special Needs: * _____ Feeding difficulties: * _____

Long term medications: * _____ Special Dietary Needs: * _____

This Childcare project is funded by the Irish Government under the National Development Plan, 2007-2013

Speech and Language Report:

Yes

No

(Please tick below)

Physiotherapy Report:

☐☐

Psychological Report:

☐☐

Behavioral Report:

☐☐

Breakfast Club/Afterschool service

Mark With A ✓ Days Required

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

☐

Time in

Time out

Other Useful Information:

Return to: St. Mary's Childcare Campus CLG
Granard Road,
Edgeworthstown,
Co. Longford
Phone 043-6672534

For office use only:

Date Received: _____

Child Admission Date: _____

Booking Period From: _____

Date Child left the service: _____

Please refer to these before you sign below.

This Childcare project is funded by the Irish Government under the National Development Plan, 2007-2013

1. Emergency Medical Care

I understand that every effort will be made to contact the named guardian or other next – of – kin in the event of an emergency requiring medical attention. However, if none of these can be contacted I hereby authorise the nursery to transport my child to the House Doctor's Surgery or to the appropriate hospital as necessary and to secure the necessary medical treatment for my child

Parent/Guardian's Signature: _____

2. First Aid

I authorise the Nursery Staff that are trained in First Aid to give my child First Aid when appropriate.

I consent to teething gels and temperature control medication (Calpol / Nurofen) being given as appropriate.

NB: Parent's will always informed when medication has been administered to their child.

Parent/Guardian's Signature: _____

3. Trip / Outgoing / Walk Permission

Recommended Ratio is 3:1

I authorise that my child may be taken on any outings/walks that may be planned. I understand that all necessary precautions will be taken to ensure my child's safety.

Parent/Guardian's Signature: _____

4. Photo & Website Permission

I give permission for my child's photograph to be taken and used within the Crèche as outlined in Policies and Procedures.

Parent/Guardian's Signature: _____

5. Student Observation Permission

From time to time throughout the year students will be visiting the nursery and observing children as part of their course. These observations are vital to ensure that theory is backed up by actual experience. Students will never have unsupervised access to the children during their time in the crèche.

Parent/Guardian's Signature: _____

6. Access to Animals / Insects

I give permission for my child to be in contact with or have supervised access to animals or pets.

Parent/Guardian's Signature: _____

7. Sun Cream Permission

I give permission for the application of sun cream to my child as outlined in the Crèche Sun Protection Policy

Parent/Guardian's Signature: _____

8. Parent / Crèche Childcare Declaration

I have read and understood the policies referred to above. I will notify staff of any changes to any of the details in this form.

Parent/Guardian Signature: _____ **Date:** _____

Crèche Managers Signature: _____ **Date:** _____

St. Mary's Childcare Campus CLG
Granard Road
Edgeworthstown



This Childcare project is funded by the Irish Government under the National Development Plan, 2007-2013

Email:
edgeworthstownchildcare@gmail.com /
st.maryschildcarecampus@gmail.com

Tel: 043 6672534

Dear Parents ,

We have a service called 'Text a Parent' and we are requesting your co-operation with it. The aim of this service is to keep parents informed of important information, date or time changes of events and reminders of up coming school related activities i.e. School shut down days/bad weather interruptions and days after school will be available for full day care. We are hoping that it will be a more reliable way of communicating with parents than the 'note home' which many parents find often ends up in the bottom of the schoolbag. The 'Text a Parent' service however, will not replace long communications, which for the time being will be done by letter.

The amount of photocopying will be reduced considerably and parents are guaranteed to get the message.

If parents do not have a mobile phone we are asking that they give us the number of a close friend or family member who has a mobile phone who can pass on the message.

Notes will be sent in the normal way for the first few times the 'Text a Parent' service is used.

While we have a comprehensive list of parents phone numbers on file, to ensure that we have your most up to date and reliable number please fill out the form below.

Yours sincerely

Margaret Glancy

.....
Mothers Name Mobile Phone

Fathers Name Mobile Phone

We have children in the following Classes (Please Tick)

Baby/Toddler	Preschool	Afterschool - 2.10pm	Afterschool - 3.10pm

Please indicate (tick) to us which phone should receive the text messages from the school.

Mothers	
Fathers	
Other (Specify)	

This Childcare project is funded by the Irish Government under the National Development Plan, 2007-2013

Persons authorised to collect:

Persons named as authorised to collect on your child's record form must consent to their personal details being held on file in the early years service and the purpose for holding this information.

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

I, (name) am named on the child record form for (child's name) as an authorised person to collect. I give consent for these details to be held on file.

Signed: Date: / /

St. Mary's Childcare Campus CLG. Afterschool Code of Behaviour

The afterschool code of behaviour and discipline was drawn up by Mary's Childcare Campus CLG. committee and management. It focuses on three main areas:

1. Afterschool Rules
2. Outside/Play Rules
3. General Rules and Regulations

In the afterschool's General Rules and Regulations, provision is made for dealing with children who, due to misbehaviour, cause a serious incident or a series of minor offences which may result in afterschool room disruption to the detriment of effective afterschool room activities. The procedures to be followed when such incidents arise are stated in the code, including the issue of suspension.

Code of Behaviour and Discipline

- All children, parents, afterschool staff, and visitors are to be treated with respect and good manners. Bullying, fighting and bad language will not be tolerated.
- All property belonging to the afterschool, the children, the afterschool staff and visitors must not be interfered with, damaged nor taken without permission.
- Children are expected to adhere to afterschool staff' instructions and to behave properly while in the afterschool rooms, the corridor, the yard, the toilet and other areas of the afterschool premises. Any conduct likely to bring the afterschool into disrepute will be regarded as a breach of discipline.
- Activities that are harmful to the children are strictly forbidden.
- Children must not leave the afterschool premises during afterschool hours unless directed to by a teacher or collected by a parent / guardian / known adult. If collected by a person other than a parent / guardian the leader must be informed in advance. All children collected during after school hours must be "signed out".
- Nourishing lunches are provided in the afterschool. Healthy eating is encouraged –No junk food.
- Homework must be done but it is the responsibility of the Parent to check and sign the homework journal.
- Children cannot walk off in the middle of games or activities when things are not going their own way.
- In order to maintain a high standard of discipline, a rewards' scheme will operate for good behaviour while sanctions will be imposed on those children who misbehave. Sanctions will include separation from afterschool mates, loss of privileges, and suspension.
- The Manager will notify the parents/guardians of the children who are constantly disregarding the rules. Unless there's an immediate and satisfactory improvement in the child's behaviour, the matter will be referred to the Management Committee who may consider suspension in cases of serious misconduct or repeated incidents of minor offences.
- The Manager will telephone parents and ask them to collect their child early if the child is constantly

disregarding the rules or being disrespectful to the other children or to the staff.

- In the case of gross misbehaviour the Management Committee has authorised the Manager to sanction an immediate suspension pending a discussion of the matter with parents/guardians. The Manager will determine what incident(s) constitutes such a breach.

Afterschool Rules for Children

These rules are agreed and reviewed with Afterschool children.

- Respect each other
- We help each other
- We listen
- We share
- We have a good time
- We look out for each other inside and outside the project.

The procedure for suspension is as follows:

1. A record will be kept in the afterschool of all instances of serious misbehaviour by pupils;
2. Parents will be invited to meet the afterschool leader, the Manager and/or the Committee to discuss serious incidents of misbehaviour;
3. Communications to parents regarding the suspension of a pupil or the possibility of suspension will be in writing. (Copies of all correspondence will be retained)
4. A written statement of the terms and date of the termination of a suspension will be given to parents;
5. The maximum initial period of suspension will be one afterschool day. A special decision of the Management is necessary to authorise a further period of exclusion up to a maximum of three afterschool days to allow for consultation with the pupil or pupil's parents/guardians. In exceptional circumstances, Management may authorise a further period of exclusion in order to enable the matter to be reviewed.
6. When a period of suspension ends, the pupil will be re-admitted formally to the afterschool room by the Manager, if the pupils behaviour does not improve then the parents will be asked to find an alternative after-school arrangement.
7. Where a satisfactory resolution of a problem is achieved, a pupil may be re-admitted to afterschool within a suspension period at the discretion of the Management.
8. If a complaint arises about another child or Member of staff please refer to our complaints section in the Parental handbook. Please do not approach staff members when children are present or while they are still working.

Expulsion of Students

Students may be expelled if the offences are deemed to be extremely serious by the Management and no improvement in behaviour is forthcoming.

Student and Parent Declaration:

I have read the above code of behaviour and discipline and explained it to my child and agree to abide by the rules and agree to support the staff with implementing them:

Print Parents Name: _____ *Parents Signature:* _____

Child/ren Name: _____ *Child signature:* _____

Child/ren Name: _____ *Child signature:* _____

Child/ren Name: _____ *Child signature:* _____