



Sullivan Upper
Prep Department
After School Club





The After School Club for Sullivan Preparatory Department is held in Dromkeen Hall, located within the school grounds.

Our **Statement of Purpose** is to provide after school care for the children of Sullivan Upper Prep Department. Parents can feel confident that their child is being cared for in a safe and familiar environment.

Aims and Objectives

We aim to provide a happy, warm and caring environment, where children can experience a variety of play and activities in a safe, supervised environment.

- We will operate a secure facility for a specified time and number of children. (Registered for 30 children)
- Staffing will be on a 1:10 ratio
- Children will have opportunities to experience a wide variety of appropriately supervised games, crafts and social activities - both inside and outside.
- Our pupils will be provided with a healthy snack.
- We will promote a positive relationship with parents/carers and provide informal, verbal feedback on a daily basis.

Settling In

We want our children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the experiences they enjoy in the After School Club.

Staff will also aim to build relationships with parents/carers - sharing together any necessary information about their child in a positive manner. Confidentiality will be respected when sharing information.

We recognise that children cannot play or learn successfully if they are anxious or unhappy.



Admissions Policy

During the Spring term all parents of the Prep Department, including parents of the incoming Prep 1, are invited to apply for a place for commencement in August/September.

Selection Criteria

The number of places is restricted to 30, as per our Registration by South Eastern Health and Social Care Trust. In the event of over subscription, priority will be given to applicants based on:

1. The number of sessions booked per pupil, with full sessions carrying a weighting of 1.5, reduced sessions carrying a weighting of 1.0
2. The number of days required per week will carry the following weightings:
5 days per week = 5
4 days per week = 4
3 days per week = 3
2 days per week = 2
1 day per week = 1
3. A first come, first served basis based on the time and date of receipt of application.
4. Applications of siblings will be treated as one application, with scores totalled for the selection process.

Unsuccessful applicants will be placed on a waiting list or may be offered an ad-hoc place.

The After School Club operates an Equal Opportunities policy.

Additional Needs

The After School Club is an all-inclusive setting. Children with additional needs or disabilities can be accommodated. The staff will liaise with the school SENCo to ensure there is continuity of care. If necessary, and in consultation with our Additional Needs Co-ordinator and parents, an Individual Care Plan may be drawn up for children who have an IEP in school. This is in line with our Additional Needs Policy.



Staffing

Registered Person -	Dr Byrnes (Bursar)
Head of Prep -	Mrs Ballard (Admin only)
Supervisor -	Mrs Moroney
Deputy Supervisor -	Mrs Berry
Assistant -	Miss Dennison (Additional Needs Co-ordinator) Mrs Stafford

Contact Information - Mrs Moroney is on the premises (as a classroom assistant) from 8.30 am and may be contacted via the School Office on 028 90425326 or from 2 pm on the After School Club mobile 07955 376905.

Hours of Opening (term time only)

We offer two sessions - 2pm-5.30pm (full session) with a shorter session to 3.45 pm to accommodate KS2/Senior School pick-up. The After School Club is available Monday-Friday.

Please note on the last days of term we will look after children from 12 noon but due to end of term procedures we are obligated to close at 4.30pm.

Pick Ups

Please ensure you notify the After School Club staff of any changes to pick up arrangements and/or if your child is not attending on a particular day.

Late Pick Ups

The After School Club closes promptly at 5.30 pm. It is important that parents pick up children at their scheduled time of departure, to avoid distress for the child. Unforeseen delays do occur and if this happens we ask parents to please notify the After School Club to let us know that they will be detained.

Parents picking up their child after 5.30 pm will be given a notice. After receiving one notice, a late fee of £1.00 per minute, per child, will be charged.

A child's place at the After School Club is in jeopardy if late pick-ups become a habit (over three late pick-ups in any term).



Cost 2023/2024

£12.00 per pupil for a full session

£ 7.60 per pupil for a short session (to 3.45 p.m.)

Invoices will be issued at the start of each term. Parents are referred to the Fees Policy for the Prep Department for further information.

Insurance

The After School Club is adequately insured and our certificate is displayed on our Notice Board for your information.

HSC Trust Early Years Team

The After School Club is registered by the South Eastern Health and Social Care Trust for 30 children. We receive at least two unannounced visits per year by our monitoring Social Worker and we have an Annual Inspection by a member of the Trusts Early Years Team. Access to all our records are available for inspection by the Early Years Team and they may request that you complete a feedback form as part of the Annual Inspection. Parents may also contact our monitoring Social Worker, Anna Shields on Tel No 028 44513807, if they have any concerns about the After School Club. (Our Registration details are displayed on our Notice Board for your information).

Early Years Organisation

We are members of the Early Years Organisation. They provide support to staff, visiting 3 times per year and they also provide training to ensure staff are up to date with current trends. Useful information for parents is also available on their website www.early-years.org

Parental Involvement

We recognise parents as being the first educators of their children. We are therefore committed to developing ways of working in partnership with parents and in support of families to promote the best interests of the children. Parents are more than welcome to assist within the group, providing they have been through the vetting procedures. We appreciate that the After School Club is a facility for working parents and therefore involvement is limited. For any outings we may have parent volunteers and this is greatly appreciated.



Policies

All our policies are displayed on our Notice Board and parents may request a copy at any time. They include Safeguarding children; Behaviour Management and our Complaints policy. They are also on our school website - www.sullivanprep.weebly.com/after-school-club-asc.html.

Activities and Resources Provided

We have a wide range of resources available to the children, accessible to them at all times.

These include table top games; floor play activities; crafts (organised and free choice); themed areas and outdoor play.

The hall is set up in two sections - one provides an area for table top and craft activities and the other for role play and a quiet/reading area.



We discuss regularly with the children about various themes they would like and encourage them to help us develop these. In recent times we have had a hospital, emergency services, castle, pet shop and builders.

Our Daily Routine



Prep 1 and Prep 2 children arrive at 2 pm. They are collected in the hallway of Dromkeen House and escorted to the After School Club. Preps 3-7 children arrive unescorted upon dismissal from their classes at 3pm. After School Club staff observes their arrival from the door. A Register is kept with the arrival and departure time recorded.

The children have the opportunity to choose their own activities e.g. table top activities, crafts and themed/role play area.



Outside Play

The After School Club has the use of the school playground, which is a very secure area. Within this area we have a wooden playhouse which enables us to take our inside 'home-corner' outside.



During the Spring/Summer terms and September we set up outside as often as possible - weather permitting. During the late autumn/winter months we also take the children out as often as possible.

We have a good range of outside play equipment - balls, ropes and hoops etc.

Snack

We provide a healthy snack for the children from approximately 2.45-3.15 pm. This generally consists of a choice of breads, fruits/vegetables, cheese, yoghurts, milk or water.

The end of the day: we generally tidy up the role play area from approximately 4.30 pm and often the television is put on, books are read or quiet group games are played. This provides a 'wind down' time before children go home. Older children i.e. P5-P7 may begin their homework. Please note this is not supervised by the staff.



We are delighted to report that in our most recent inspection by Social Services they identified the following strengths:

- ❖ *The children appeared to be well settled with the staff and within the setting.*
- ❖ *Children were observed playing together well and supporting one another. One child in particular wanted to learn to skip and a member of staff and an older child demonstrated and helped her, giving lots of praise and encouragement.*
- ❖ *Information is shared appropriately with parents and a short handover was observed where Staff are able to provide those collecting with the relevant information. Parents are encouraged to discuss with the staff any concerns that they may have.*

Feedback from parents included the following comments:

- ❖ *Both my children are very settled and happy at ASC@Sullivan. The staff are friendly and professional.*
- ❖ *My children have been attending Sullivan Prep ASC for a number of years and we have been very pleased with the levels of care, supervision and activities on offer throughout.*

Please do not drive into the school grounds!



Please do not use your mobile phone within the Club.

Contact Telephone Number during After School Club Hours:

07955 376905

Contact Telephone Number for Registered Person: 028 90428780