



Victoria College Day Care

After Hours Policy

June 2023

Policy Date – 09/16/23
Agreed by Governors – 16/06/2023
Review Date – January 2023
Drafted by – E Wilson

1. **Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The main purpose of After Hours Facility is to provide supervised care for children in the absence of their parents/ carers.

2. **Definition:**

The After Hours Facility provides care for Day Care and Preparatory School pupils, from 2pm to 6pm, Monday to Friday in term time.

3. **Aims and Objectives:**

- To provide a happy, safe and interesting environment for children to play and learn until they are collected by their parents or carers.
- To promote a positive relationship with parents/carers and work in partnership with them to provide high quality care for their children.

4. **Procedures**

- The group will be supervised by members of staff or other suitably qualified personnel.
- Care will be taken to ensure an appropriate staff to pupil ratio at all times.
- Only Day Care pupils will avail of the After Hours Facility.
- The session will operate from 2-6pm as required. Pupils may be collected at any time within the session. The After Hours Facility has a separate mobile number, 07384223206. Parents may telephone between 2pm and 6pm, if they wish to make a change to their arrangements. Alternatively, parents may send a text message between 8am and 6pm.
- Staff must be informed in writing if a pupil is unable to attend for any reason other than illness (regular users / full-time basis only). This is to ensure that the staff have an accurate record of pupils to be present each day.
- Use of The After Hours Facility is charged at an hourly rate.
- Parents or guardians will be billed by the Finance Department on a six weekly basis. Cheques should be made payable to Victoria College Belfast.
- Two weeks notice will be required if parents wish to withdraw their child from the group. The school also reserves the right to give two weeks notice to the parents or guardians of any child whose behaviour is

disruptive or unsatisfactory. Staff will speak to the parents regarding unsatisfactory behaviour before any such notice is given.

- Parents or guardians are required to complete a Child Collection Form with the names of 5 people who may collect their daughter. Apart from parents or carers, persons authorised to collect children must be aged 18 or over.
- Pupils may be collected from the After Hours facility at the Prep door between 2pm and 6pm. It is important that pupils are collected promptly before 6pm.
- A varied healthy snack will be provided each day. Girls may also bring their own 'after school' snack.
- The After Hours Facility will involve as much varied activity as possible. The use of computers, toys, jigsaws, art and craft activities will all be available as required.
- With supervision, pupils will be given access to the outdoor area adjacent to the Prep Department.
- In the event of sunny weather girls are asked to bring suncream and the school uniform cap. School caps may be purchased in school.
- Positive steps will be taken to promote safety and precautions taken to prevent accidents.
- Staff will comply with Victoria College Day Care Child Protection and Safeguarding Policies.
- The After Hours Facility is committed to ensuring the care and safety of each child, regardless of race, religion or disability.

5. Review and Evaluation

The policy will be reviewed every six months by the Day Care Manager and at least once a year by the Board of Governors and will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.