



Dear Parents / Carers

**Welcome to Wee Chicks.**

You can drop your child off from 9.45am collection is @ 1pm sharp.

Please bring a snack for your child,  
change of clothes,  
any nappies, wipes that may be needed if your child is in nappies.

If your child has a comforter or soother.

If your child has a routine please let staff know.

Wee Chicks creche has been set up to provide high quality childcare from 0 years to 4 years old.

It operates from 9.45am - 1pm weekdays, during term time. Please check with staff available dates.

**Wee Chicks Creche will be held in the following location:**

Wee Chicks  
Womens Tec Building  
29 Chichester Avenue  
Belfast  
BT15 5EH  
Registration Number B007922

**Contact Information:**

Telephone No. Fun Room 07598247742 please use this number for communication.

Our Entrance is at the back playground in between Chichester Library and Brefne Nursery Salisbury Avenue BT15 5EB. If you go through the double gates with Wee Chicks Afterschool Sign our door is at the end of the tramac.

Parents will be unable to come into the room and children will come in the fire escape door. If someone has arrived just in front of you please wait in your car until they have moved away from the door.

We also require you to send a **text if your child CAN NOT attend** Please see the illness section for further details.

Your Child's hands will be washed on arrival. Please let a member of staff know that your child is fit and well.

*We hope your child will enjoy their time at our creche. This welcome pack is designed to provide you with important information concerning the running of creche.*

*We aim to provide a happy, safe and enjoyable environment for the children in our care, led by a team of experienced staff that follow child development milestones and believe in having a child lead approach. We will also be doing activities around sensory play, speech and language.*

\*We have a fixed ratio of staff to children of 0- 2 years 1:3, 2 years – 3 years 1:4. There will be a minimum of two staff present at all times. All staff have Access NI Enhanced Check, Health Check and Trust check (SOSCARE/community Information System)

### **What do we offer?**

We offer a wide range of activities including; arts and crafts, board games, reading ,imaginary play, construction, sensory, speech and language, sand and water play, singing and much more.

During their time at the creche the children will be able to make choices about what activities to do. There will be at least two adult-led activities each session.

### **Snacks:**

Parents/carers should supply their child with a HEALTHY SNACK for morning session e.g. a piece of fruit, plain biscuit. Water and milk will be available to the children throughout the session.

Snacks will be at approx 10.30 am every day if your child has a different routine please let a staff member know.

In attempt to ensure that dietary requirements and/or allergies are addressed, please could we ask that the following items are NOT included in children's lunch boxes: fizzy drinks, nuts, sweets.

**PLEASE INFORM US OF ANY ALLERGIES**

**Illness:**

We are unable to care for children who are ill. If your child has had diarrhea or sickness please do not send them for 48 hours after the illness has ceased. Please read the Covid 19 guidance click on the link.

<https://check.covid-19.hscni.net/SymptomChecker/Introduction>

You can find a copy of our policies and procedures by clicking on the link.

<https://www.weechicks.com/wee-chicks-info-for-parents/>

**Any issues please contact one of the Team.**

**Staffing**

Our creche is led by a team of childcare staff. We have many years of experience working with children. Photographs of our staff are on our notice board and our website [www.weechicks.com](http://www.weechicks.com). Kelly Molloy is the registered Owner and Child Protection Officer. 07746169489  
Eri Antonakaki Deputy Manager Child Protection Officer 07598247742

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Wee Chicks Fitness CIC  
29 Chichester Avenue  
Belfast  
BT15 5EH

Mobile: 07598247742 | Email: [weechicksevents@gmail.com](mailto:weechicksevents@gmail.com)

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**\*\*Any issues at all, please contact Eri or Kelly directly.**

**Organisation**

Wee Chicks is a non profit organisation setup to provide low cost high quality childcare. Our aim is to build stronger minds for a healthier future and to help build resilience within your children but most importantly that they have fun in a loving and caring environment.

The creche follows policies and procedures as leadout by the Minimum Standards and Health & Social Care Trust. A copy of these policies are available on our website and a copy available in the creche.

<https://www.weechicks.com/wee-chicks-info-for-parents/>

**Special Needs**

The creche staff will make every effort to accommodate and welcome any child with special needs. We work in liaison with parents/carers and relevant professionals to meet the child's specific needs. We will endeavour to accommodate all children of all abilities: each case will be assessed individually and risk assessed to ensure everyone's safety.

### **Fees / Booking**

Your child's place may be Funded by Womens TEC or Wee Chicks or another organisation. These organisations will pay for your session if it is funded.

Parents wishing to make use of the creche should complete an initial registration form. If you wish to use the PAYG sessions you can book using the booking system you are registered for by clicking creche booking. Payment can be made in cash or via bank transfer to.

Wee Chicks Fit

Ulster Bank

**Account No. 12699419 | Sort Code: 98-01-10**

\*Please ensure you put your child's name as your payment reference.

If you would like to use the PAYG service and receive help with Childcare Cost here are our details.

Wee Chicks

Womens Tec Building

29 Chichester Avenue

Belfast

BT15 5EH

Registration Number B009562

### **Contact Information:**

Telephone No. Fun Room 07598247742 please use this number for communication.

### **Cancellations:**

While we provide flexible childcare, however, when you are offered a place, we require a 7 days notice of cancellation, otherwise the fee must be paid in full.

**Wee Chicks Creche Price list: £28 per session 10% discount for siblings.**

All payments must be made within 14 days of receiving the invoice. You can pay in cash or via bank transfer to:

## **Help Towards Costs**

### **Employers for Childcare can advise you on 0800 028 3008**

**or**

If you work over 16 hours a week you will be entitled to <https://www.gov.uk/tax-free-childcare> please click on the link for further information.

If you work you could get extra tax credits to help with your childcare costs. Our registration number is B007922, Wee Chicks Creche, 29 Chichester Avenue, BT15 5EH.

Generally speaking if you're a lone parent you must work for at least 16 hours a week to qualify and if you're part of a couple you and your partner must both work at least 16 hours a week.

### **Making a claim:**

All the information you need about making a claim for Tax Credits is at [www.gov.uk/browse/benefits/tax-credits](http://www.gov.uk/browse/benefits/tax-credits) or you can call the Tax Credit Helpline on 0345 300 3900.

Use the online calculator at [www.gov.uk/tax-credits-calculator](http://www.gov.uk/tax-credits-calculator) which tells you roughly how much in Tax Credits you could get.

Another option you can use to pay for the Creche through Childcare Vouchers. They need to be offered via your employer, but many large and small companies take part. Childcare vouchers enable you to pay for childcare out of your PRE-TAX and National Insurance income. Please contact your employer for further details.

Please also see <http://www.moneysavingexpert.com/family/childcare-costs> for further Information.

We are unable to offer a child a place if there is an outstanding payment owed.

### **Collection Arrangements**

Please access the creche through the car park. If the Gates are locked please ring 07598247742 Parents are expected to pick their children up punctually;

Children will only leave with the named adult recorded on the registration form unless the Creche has been informed by the named adult that an alternative person will collect a child and date password given and they must provide a photographic ID. The latest collection time is 1.15 pm. A late pick up charge will apply for collection after this time - £5 for every 10 minutes the parent is late, to cover wages of staff who will be required to remain with the children, until they are collected.

If there is an emergency, and you are unable to collect your children, please contact us on 07598247742 and let us know the estimated time of arrival.

### **Behaviour**

Staff will encourage an atmosphere of care and consideration between all members of the creche, working within our behaviour policy and Children's Rules, which all the children will contribute to and be familiar with. We use the Traffic Light System and emotions board, distraction and positive reinforcement to manage Behaviour.

Children are expected to respect each other, staff and visitors whilst at the creche and keep the creche code of conduct so that all the children enjoy their time at our creche.

**We are sure that this will be the case, but if a child is unable to behave appropriately on a regular basis, parents may be told that he/she can no longer attend.**

Communication is highly important and in regards to your child's behaviour, any medication they may be on, feeling unwell etc. \*If something works for your child in behaviour management, please let us know as consistency is very important to ensure we are doing the same thing.

### **Absences**

If your child is absent for any reason, we regret that we are unable to refund any fees for the session(s) missed. If you have cancelled your child's session before 7 days you can transfer your session to another session to another day. If you cancel your session within 7 days you will need to pay the session fee. We do try to be as flexible as possible.

If we have to close due to Covid 19 you will not be expected to pay for this period as we can not provide a service.

### **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the creche is fully insured. There will be at least one first aid trained person at every session. We operate a first aid procedure and fire drills are carried out regularly. Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the after school's medical policy. If your child bangs their head you will receive a phone call regardless of how minor this may be.

### **Emergencies**

Please ensure that our staff have an up to date emergency contact number.

### **Parent / Carer Complaints**

We hope that you and your children will be pleased with all aspects of the club's delivery. However, if you are unhappy about anything to do with the club you should raise the matter with the club leaders. If this is not possible you can speak to Kelly Molloy on 07746169489. We will

do everything we can to resolve any difficulties. For further details please see the full Parents Complaints Procedure, which is available in our policies & procedures downloadable from the website <https://www.weechicks.com/wee-chicks-parents/> also on notice board.

**Feedback**

We welcome any feedback from both children and their parents. Please let us know your views! If you would like any more information, please don't hesitate to contact us.

*We look forward to meeting you and your child and we can't wait to have lots of fun!*



Kind regards,

*Kelly Molloy*

Kelly Molloy | Managing Director  
And Wee Chicks Team.