



Dear Parents / Carers

Welcome to Wee Chicks After School Club & Holiday Camp!

Wee Chicks After School Club & Holiday Camp has been set up to provide high quality childcare from 4 years to 12 years.

It operates from 2.00pm - 5.30pm weekdays, during term time and 9 am - 3 pm during school holidays. Early drop off and late pick up can be requested from 8.30 am or until 5.30 pm depending on demand. When schools have early closure, we operate from 12noon.

Wee Chicks After Schools & Holiday Camp will be held in the following location:

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.

We are asking that you come in using 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 building and children will come in the fire escape door.

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 the play principle and believe in having a child lead approach. We will also be doing activities around well-being and healthy choices. The children will have half an hour to complete their homework.

*We have a fixed ratio of staff to children of 1:10. 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). Staff are fully qualified or working towards a Childcare qualification.



What do we offer?

We offer a wide range of activities including; health, healthy choices, craft, board games, reading, imaginary play, construction, playground games, study support during homework allocated time, activities around positive mental health such as mindset, goal setting, how to deal with our emotions and bullies and much more.

During their time at the club the children will be able to make choices about what activities to do. There will be at least one adult-led activity after each school session and several during the day during holidays, which children can choose to take part in. These will sometimes be themed across a week or a month, especially during the summer.

As part of our after school club, we provide a snack shortly after 3pm. Our snacks are healthy - there will only be a treat on special occasions.

We encourage children to participate in the preparation and clearing up of their snack. Fruit, vegetables, cereal, crackers, bread, cheese, ham, yogurt. Water, and milk will always be available. Snacks will depend on children's healthy choices. Water will be available to the children throughout the session. We use fresh ingredients and follow statutory guidelines. Individual dietary requirements are met wherever possible. If your child has an allergy, please let

us know.

Staffing

Our after school club is led by a team of childcare staff. We have over 100 years of experience within our team working with children. Photographs of our staff are on our notice board and our website www.weechicks.com. Kelly Molloy is the registered Owner and Child Protection Officer. 07746169489

Eri Antonakaki (Deputy Manager, Full Time) & Deirdre Martin (Deputy Manager, Part Time) are also our Child Protection Officers. 07598247742

Kelly Molloy (Registered Owner) | Managing Director
Wee Chicks Fitness CIC
29 Chichester Avenue
Belfast
BT15 5EH

Mobile: 07746169489 | Email: info@weechicks.com
Room Number 07598247742

**Any issues at all, please contact 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.

The after school club & holiday camp 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 also emailed to you on registration.

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

Special Needs

The after school club 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

Parents wishing to make use of the after school club & Holiday Camp should complete an initial registration form and use the booking form to indicate which sessions their children will be

attending and what school your child needs collected from during term time. Booking forms are available online at Please click on the link

<https://www.weechicks.com/after-schools/>

<https://www.weechicks.com/holiday-camps/>

Wee Chicks After School Price list:

Service	Price
After School - Part Time (daily rate)	2pm collection = £18.50 3pm collection = £15.50
After School - Full Time (daily rate)	2pm collection = £16.65
Discounted	3pm collection = £13.95
Sibling Discount - 2nd child (daily rate)	2pm collection = £15.50 3pm collection = £12.50
Sibling discount - 3rd child (daily rate)	2pm collection = £15.00 3pm collection = £12.00
School closure @ 12 noon	£3.80 per additional hour (until normal collection time)
Holidays - Full day (daily rate)	9am to 3 pm = £23 9am to 5.00pm = £33.00

All payments must be made in advance (weekly, monthly or half termly). You can pay 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.

When paying using the IPal system, you are paying via bank transfer, if you use the Childcare Voucher options this will enable your booking.

Term Time Opening Hours 2 pm to 5.30 pm Monday to Friday

Holidays 9 am to 3pm early drop off from 8.30 am late collection to 5.30pm

Please click on the link for up to date prices

<https://www.weechicks.com/after-schools/>

Cancellations:

While we provide flexible childcare, however, when you are offered a place, we require 7 days notice of cancellation, otherwise the fee must be paid in full. In the event of canceling a week before, parents have the right to transfer their day given there are places available.

Furthermore, due to the long-term commitment and in order to secure your child's place, we would require a four **weeks notice period** if you are looking to change your fixed days or if you no longer require a place at all.

Help Towards Costs

If you work you could get extra tax credits/ universal credits to help with your childcare costs. Our registration number is B009562, Wee Chicks After Schools, 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 or you can call the Tax Credit Helpline on 0345 300 3900.

Use the online calculator at 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 After School Club is 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 after school club through the car park. If the Gates are locked please ring 07598247742. Parents are expected to pick their children up punctually; Our Insurance only covers us until 5.30 pm.

Children will only leave with the named adult recorded on the registration form unless the Club 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 5.30 pm. A late pick up charge will apply for collection after this time - £10 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 club, working within our behaviour policy and Children's Rules, which all the children will contribute to and be familiar with. We may use the Traffic Light System and emotions board to manage challenging Behaviour.

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

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.

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>

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 over 7 days you can transfer your session to another one within 14 days. If you cancel within 7 days we are unable to transfer the session. 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 club 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 the club leaders 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.



Kind regards,

Kelly Molloy

Kelly Molloy | Managing Director
And Wee Chicks Team.