



**ANAHILT**  
Primary School  
Wraparound

**AFTER SCHOOL AND  
EARLY BIRD CLUB**

**GUIDANCE TO  
PARENTS  
2025/2026**



## Guidance to Parents

The Anahilt AfterSchool Club is organised and run by Anahilt Primary School as part of our own extended school programme which also includes staff led and external provider led clubs. It is therefore based on an educational foundation. Members of the school staff are involved in the day-to-day organisation of activities and supervision of the children. It is led by Mrs Nelson, one of our current members of staff.

The AfterSchool Club is open to all the pupils attending Anahilt. We are available daily as a childcare structure for working parents or for parents who have, for whatever reason, been unable to collect their child at the normal time.

We are also available for those parents who find it difficult to make a 2pm and 3pm school run and may only require the AfterSchool Club from 2-3pm each day.

The AfterSchool Provision at Anahilt operates during term time from 2pm until 4pm Monday to Friday. P1 – P3 children join the club at 2pm and P4 – P7 join in at 3pm.

## Our Timetable FS & KS1 (P1-P3) and KS2 – (P5-7)

2pm FS & KS1 - play based activities

3pm FS & KS1 (P1-P3) and KS2 ( P4-P7) – play based activities

## Location & Collection

The EarlyBirds and AfterSchool Club now has a dedicated room in the FS/KS1 building.

Pupils leaving at 3pm will do so with the rest of the school and can be picked up at the front gate. Pupils leaving at 4pm will be brought to the front gate by Mrs. Nelson.



## Activities:

Outdoor play	Art and Craft activities
Structured play	Games and puzzles
Drawing and painting	Friendships/chatting time
Reading Area Interactive Board/DVD	Garden play

## Fees

It is important to be aware that the Early Bird and After-School Club are non-profit making and the income generated may only cover the staff salaries. We believe that the rates are competitive when compared to other providers.

- 2.00-3.00pm: £3.50
- 2.00-2.15pm late collection: £2 \*
- 2.00-4.00pm: £7
- 3.00-4.00pm: £3.50
- 3.00-3.15pm late collection: £2 \*

Late collection at 4pm will incur a £15 charge to cover staff costs.

\*This is a minimum charge per child; *during* the first 15 minutes after the agreed collection time has elapsed. After the first fifteen minutes, we will have to charge the full hourly rate as normal.

## Booking a Place

As the school has now moved to a cashless payment system through the SchoolMoney App, it is important that all bookings are made this way. Due to staffing constraints, the numbers able to attend both the Early Bird and AfterSchool Club must be limited to 16 per 'session.'



Parents can now pay a week or a month in advance as the SchoolMoney App negates the need for cash payments being made to the school. Parents can also book individual days using the app.

***Please make all bookings the night before you need the AfterSchool Club. If your circumstances change at the last minute and you need to book the AfterSchool Club for your child due to an emergency situation, please call the office first before making the booking. By contacting us, we can ensure that we have a place available and we will also inform your child of the change of plans.***

***Please do not make a booking on the same day you require the after-school club without calling the Afterschool mobile first.***

## **Cancelling Bookings and Refunds Policy**

Once a booking is made using the SchoolMoney App, it reserves a space for that day and makes it unavailable for others. The Anahilt App provides considerable flexibility parents as they can book a month in advance however we are also happy to accept more weekly and individual bookings with advance notice.

It is difficult for the school to reschedule bookings using the SchoolMoney App, however, if a booking needs to be rescheduled, it is important to let the school know at the earliest opportunity, so we have plenty of advance notice. *Unfortunately, we will be unable to refund any late cancellations on the day of the booking.* We are, however, happy to reschedule your booking should your circumstances suddenly change at the last minute. As the staff are contracted and paid until the end of the Club at 4pm, early collections are not refundable.

This Cancellation and Refund Policy is quite generous when compared to that of other child-care providers.

## **Funding**

The Anahilt EarlyBird and AfterSchool Clubs do not receive additional funding from any outside source. The income may, at best, cover the staff salaries, however, during some months the provision may run at a loss. Having said that, the school believes that this 'wrap-around' provision is very beneficial to parents and a great asset to our school. If any profit is made after wages and resources are paid for it is transferred into school funds. All accounts are independently audited each year and the findings reported to the school's Board of Governors.

## **Tax Credits and Childcare Vouchers**

Please contact the office if you would like any further information about what options are available to parents.

**IMPORTANT:** It is the responsibility of parents to keep any correspondence relating to payments made to the AfterSchool Club via the SchoolMoney App. As these documents are often required as evidence for child care tax credits. We will not be able to reissue this information at the end of the tax year.



## **Insurance**

The After-School Club is organised through Anahilt Primary School and therefore is covered under the insurance held by the Education Authority NI.

## Contact Information

Parents should give the school all relevant contact and medical information relating to their child. It is important that the information is kept up to date. *Please inform us of any ALLERGIES or MEDICAL conditions that may have an impact on the activities that a child can be involved in.* Please do not allow your child to attend if he/she is feeling unwell.

## Health and Safety

All activities undertaken in the After-School Club have been given a risk assessment and will be totally safe for your child to be involved in. All procedures will be in accordance with the school's Health and Safety and Safeguarding Policies.



## Child Protection

The After-School Club will be organised in line with the school's Safeguarding Policies as well as the 2017/04 Childs Protection guidance published by the Department of Education. All our staff have been vetted through ACCESSNI, prior to taking up employment at the school and are annually trained in Child protection issues.

## Discipline

Children who attend the AfterSchool Club are expected to behave as they would at any other time during the school day. Children should be polite and courteous to members of staff and respectful to each other. Procedures and sanctions for discipline in the AfterSchool Club are in line with those contained in the Anahilt Primary School Positive Behaviour Policy.

## Parent Interview Week

During parent interviews in October and February/March, when pupils normally leave school at 1pm, the After School Club will take care of those children who regularly attend and are *already booked into the Club at 2.00 and 3.00pm*, with no additional charge.

Other children may also book in at a charge of £5.00 per hour (spaces permitting).

## Early Closing

School normally closes at 12:00/12:15pm prior to the Christmas, Easter and Summer holidays. There is no After School Club available on these early closing days

