

Sample Statement of Purpose and Function

Note: This is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required which reflect the practice of your service.

Sample Policy Statement

The purpose of **NAMED SERVICE** is to provide quality, affordable school aged childcare to school aged children in the local community. It is a community/private service and is classified as a school aged childcare service under the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services) Regulations 2018. It is open for X weeks per year from X August/September to X June/July. We can cater for X children at any one time (X number of classrooms with max X number of children per year). We operate a maximum ratio of 1 adult to 12 children.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) (Registration of School Aged Services) Regulations 2018.

Rationale

This is a description of your service that includes who the service is aimed at, the type of service provided, the opening hours as well as the age range and the number of children that can be catered for in the service. This should also include a description of activities offered to children, as well as when the frequency of when the statement of purpose and function will be reviewed (every 2 years or if there is a change). Below is a standard template Statement of Purpose and Function. This statement should be clear and concise and be accessible to children.

Aim and Ethos of **Named Service**:

Setting Details

Name of Setting	
Address	
Eircode	
Registered Provider	
Person in Charge	
Deputy Person in Charge	
Contact Telephone Number(s)	
Email address	

Description of Setting

Type of Setting	School age service/school age service with full day care/school age service with part-time service/school age service with sessional service.
Aim and ethos of the service	
Community or Private	
Number of weeks open	
Opening hours	
Programme of activities	

Number of children and staff

School Aged Children	Number of Children	Adult Child Ratio
4 – 16 years		
Total number of children		
Total number of staff		

List of Policies that Informs the Work of NAMED SERVICE

Please add the list of policies here that are effective in your service.

Person Responsible: _____

This policy was adopted by (NAME OF SERVICE) on Date: _____

Signed by: _____ On behalf of Management (Manager, Owner, Chairperson)

Review Date: _____

Sample child friendly version (add colour and pictures – the children might help you design this)

About Named Service

We are an afterschool club located in _____.

Children can come here from 2pm - 6pm Monday to Friday during the school year.

We have _____ number of staff and we can look after _____ number of children. Children can come here from Junior Infants all the way up to 6th Class!

We have 3 different rooms in our service. The homework room, relaxation room and the activities room. We also have an outdoor area where we can play every day.

We do lots of activities in Named Service:

- Baking
- Arts and crafts
- Board games
- Sports
- Reading
- Fun games indoors and outdoors
- Music