



Dear Parents / Carers

**Welcome to Wee Chicks After School Club & Holiday Camp!**  
**Creche Welcome Pack from page 9**

### **Our Vision**

*Our vision is that every child should grow up active, healthier and happier.  
To empower families by building stronger minds for a healthier future.*

### **Our Mission**

*Working in collaboration with other organisations, our mission is to break down the barriers of childcare. To empower parents and children, providing high quality, affordable childcare services with a focus on positive mental health and support. Thus, enabling us to build strong minds, for a healthier future!*

### **Aims and Objectives**

We aim to provide a high-quality, inclusive childcare environment where children feel safe, valued, and free to explore. Our mission is to support the social, emotional, and cognitive development of every child, while empowering families through positive mental health and wellbeing services.

### **Ethos**

We believe every child should grow up active, healthier, and happier. Our ethos centres on play-led, trauma-informed care delivered by compassionate staff. We are committed to equality, inclusion, and developing strong partnerships with parents.

### **Admissions Policy**

Open to children aged 0 to 12 years.

After Schools: Ages 4–12 |

Creche: Ages 0–4.

Operates on a first-come, first-served basis. Children with additional needs will be supported following a risk assessment and professional input.

### Hours of Opening

Creche: 9:45am–1:00pm | After School: 2:00pm–5:30pm | Holidays: 9:00am–3:00pm (early drop-off from 8:30am, late collection until 5:30pm).

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

Wee Chicks

111-113 Limestone Road, Belfast

Currie Primary School Building

Belfast

BT15 3AB

Our Entrance is at the back of the school. Of Mileriver Street at the Mount Collier Entrance. Through the red gates.

After Schools Registration Number B009562

Creche Registration Number B007922

### Contact Information:

Telephone No: 07598247742. Please use this number for communication.

\*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; 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 between 2pm & 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](http://www.weechicks.com). Kelly Molloy is the registered Owner and Child Protection Officer. 07746169489

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Kelly Molloy (Registered Owner) | Managing Director  
Wee Chicks  
111-113 Limestone Road, Belfast  
Currie Primary School Building  
Belfast  
BT15 3AB

Mobile: 07746169489 | Email: [info@weechicks.com](mailto:info@weechicks.com)  
Room Number 07598247742

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**\*\*Any issues at all, please contact Kelly.**

### **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://weechicks.ipalbookings.com/> you can also download the app from the Play Store IPAL search for Wee Chicks

## **Our price list will increase on April 2025**

Service	Price
After School - Part Time (daily rate)	2pm collection = £22.50 3pm collection = £19.50
After School - Full Time (daily rate) Discounted	2pm collection = 10% discount 3pm collection = 10% discount

Sibling Discount - 2nd & 3rd child (daily rate)	2pm collection = 10% Discount 3pm collection = 10% Discount
School closure @ 12noon	£4.50
Holidays - Full day (daily rate)	9am to 5.30pm = £37.75
Holidays - Full Week (Full time) Discounted	10% Discount
Creche PAYG daily	9.45am to 1pm £32.50 Full week 10% discount Sibling 10%discount

#### Holiday Camp prices

Service	Price (£)
Holidays - Full day (daily rate)	9am to 5.30pm = £37.75
Early Drop Off (Includes Breakfast)	8.30 am to 9am = £4.50
Full Week 9 am - 3 pm Discounted 10 %	10% Discount
Full Week - 9 am - 5.30 pm(Full time) Discounted 10%	10% Discount

**\*Term Time Opening Hours are Monday to Friday, 2pm to 5.30pm. (If schools have early closure, we operate from 12 noon to 5.30pm)**

**\*Holiday Opening Hours are Monday to Friday, 8.30am to 5.30pm. We normally close on Public Holidays and some Bank Holidays**

All payments must be made in advance (weekly, monthly or half termly). You can pay in cash or via bank transfer to:

WEE CHICKS FITNESS C.I.C.

The co-operative bank

Account No. 67386974 Sort Code: 08-92-99

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

When paying using the IPal system, we advise that you book for the whole year this will ensure your payments will be allocated monthly on a part payment plan. To make a payment on the booking system simply click part payment if you are booking more than one month or Childcare Voucher payment if you are making a booking within the month or a one off booking. If you are having difficulty please let us know. There are demo videos available.

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 Terms:**

While we provide flexible childcare, however, when you are offered a place, we require **28 days notice of cancellation for PAYG**, otherwise the fee must be paid in full.

Furthermore, If your child is a regular attendee and attends the same day each week due to the long-term commitment and in order to secure your child's place, we would require a four **week 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, 111-113 Limestone Road, BT15 3AB.

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 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.

Employer for Childcare offer a free telephone service giving you up to date information on childcare entitlement. 02892678200

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 Back entrance on Mileriver Steet. If the door is locked please ring the top bell or 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 will use trauma informed & Holistic approach to help support and 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 diarrhoea or sickness please do not send them for 48 hours after the illness has ceased. You can click on the link for further illness.

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

### **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 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 online via I-Pal app please sign as soon as you have received an accident report. The accident 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.



Dear Parents / Carers

**Welcome to Wee Chicks Creche.**

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  
111-113 Limestone Road, Belfast  
Currie Primary School Building  
Belfast  
BT15 3AB

**Contact Information:**

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

**Our Entrance is at the back of Currie Primary School off Mileriver Street at the Entrance to Mount Collier if you come in the new red gates.**

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. You can click on the link for further illness.

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

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

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Wee Chicks Fitness CIC  
111-113 Limestone Road, Belfast  
Currie Primary School Building  
Belfast  
BT15 3AB

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

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**\*\*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 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 Wee Chicks or another organisation. These organisations will pay for your session if it is funded. To book please click on the link to register. If your place is funded our staff will book your child's place you just need to register yourself and your child. Click the link or download the app.

<https://weechicks.ipalbookings.com/> you can also download the app from the Play Store IPAL

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.

When paying using the IPal system, we advise that you book for the whole year this will ensure your payments will be allocated monthly on a part payment plan. To make a payment on the booking system simply click part payment if you are booking more than one month or Childcare Voucher payment if you are making a booking within the month or a one off booking. If you are having difficulty please let us know. There are demo videos available.

Payment can be made in cash or via bank transfer to.

WEE CHICKS FITNESS C.I.C.

The co-operative bank

**Account No. 67386974-00| Sort Code: 08-92-99**

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

International Bank

IBAN: GB92CPBK08929967386974

BIC:CPBKGB22

\*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

111-113 Limestone Road, Belfast

Currie Primary School Building  
Belfast  
BT15 3AB  
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: £31.50 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, 111-113 Limestone Rd BT15 3AB.

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 - £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 creche, working within our behaviour policy and Children's Rules, which all the children will contribute to and be familiar with. We use a trauma informed & holistic approach to help support and 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.

**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 I-Pal app. The accident's will be reviewed in line with the accident & 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 | Managing Director  
And Wee Chicks Team.



