

Staines Preparatory School



Before and After School Childcare Policy

September 2023

Aims:

To provide flexible, reliable childcare for children attending Sunflowers Nursery and Staines Prep School in a safe, happy environment, during term time.

The morning Breakfast Club is staffed by SPS employees and takes place in the Burges Hall. Breakfast Club staff are employed by the school using the same rigorous criteria used for all Staines Prep employees. Staff from other areas of the school may also work in Breakfast Club as required. Staff are vetted and trained in Safeguarding procedures and the appropriate ratio hold Childcare Qualifications at NVQ Level 2 and Level 3 for the children covered by the EYFS framework. An appropriate level of staff are first aid and paediatric first aid trained.

Registration:

On joining the school, parents are asked to register their anticipated use of the facility. Parents must pre-book Breakfast Club. Invoices for actual usage are billed monthly in arrears.

Breakfast Session: 7.30 am to 8.30 am:

Children arriving at school between 7.30 and 8.10 may have breakfast of toast, cereals, fruit and yoghurt before joining their friends in quiet games and activities. Children report directly to the Burges Hall to be registered. At 8.30 nursery and lower/school children are escorted to the playground or nursery; upper school children are guided to store their coats and bags before the whistle sounds.

No food brought from home can be consumed during the Breakfast Club.

Timetable	Charges 2022-2023
7.30am to 8.30am Daily Charge	£5.00
Breakfast Daily Charge	£1.40
7.30am to 8.30am Weekly Charge (if booked in advance)	£22.50
Breakfast Weekly Charge (if booked in advance)	£6.30

BREAKFAST CLUB STAFF:

Breakfast Club Supervisor

Mrs Louise Wooster (NVQ3)

Breakfast Club Assistants

Mrs Tracy McCoig and Mr Reece Collins

Ratios:

For children aged 3 to 8 years old, a ratio of 1:8 is maintained. For children aged 8 and above, consideration is given to an appropriate number of staff based on the numbers of children, and the activities undertaken. Consideration is given to the numbers booked into Breakfast Club weekly, and additional staff deployed to support as required.

Qualifications:

As per section 3.41 in EYFS Framework, an assessment has been made as to the appropriate level of qualifications required of the staff. Breakfast Club is overseen by qualified teachers, who attend regularly. All members of Senior Leadership Team are DSL trained, and at least one will be on site whilst the club is open. In addition, one member of the Breakfast Club team holds a Level 3 qualification and they work directly with the EYFS age children, who would never number more than 8. Other Breakfast Club staff are suitably experienced to work with a range of ages of children. Staff are appropriately qualified in First Aid, and there is always a trained member of staff on site.

After School Club: 3.20pm to 6.30pm:

The school provides onsite facilities for the Gap Club, an independent Ofsted registered childcare provider group to run an after school club for Staines Preparatory School pupils. The Gap Club, is a premium high quality out of school hours childcare provider, established since 2001, for Nursery and Primary School aged children. More details regarding the Gap Club can be found on the following website. Parents must register with the GAP club directly and make bookings in advance to enable their children to attend this club. [The Gap Club](#)

Uncollected Children:

All children not attending the Gap Club or After School clubs must be picked up by parents' on-time. Parents will be charged a £20 penalty for late collection to cover the cost of Staines Preparatory School staff having to remain in school with the pupil until they are collected. If we are unable to make contact with a parent or emergency contact after 6 pm, the School will follow the Missing Child Policy. A member of the Senior Leadership Team remains onsite until all children not attending Gap Club have been collected.