

Staines Preparatory School



Before and After School Childcare Policy

September 2024

Aims:

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

Our wraparound Care consists of Early Birds Breakfast Club and Afternoon Owls Club. These are staffed by SPS employees and takes place in the Burges Hall. 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 is first aid and paediatric first aid trained. A member of the Senior Leadership Team is also on site until the last child leaves school.

Registration:

On joining the school, parents are asked to register their anticipated use of the facility. Parents must pre-book attendance. Invoices for actual usage are billed at the end of each half-term.

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.

After school Sessions: 4pm-6pm

Nursery children and Lower School Children are collected by staff and taken to The Burges Hall. Upper School children are dismissed by the class teacher, and they walk to the Burges Hall. All children are registered.

No food brought from home can be consumed during our wraparound provision.

Timetable	Charges 2022-2023
7.30am to 8.30am Daily Charge (breakfast included)	£6.50
7.30am to 8.30am Weekly Charge (if booked in advance)	£30.00
4pm-5pm	£6.50
4pm-5pm weekly charge (if booked in advance)	£30.00
5pm-6pm	£6.50
5pm-6pm weekly charge (if booked in advance)	£30.00
4pm-6pm	£12.00
4pm-6pm weekly charge (if booked in advance)	£55.00
Ad-hoc Sessions per hour	£7.50
LATE CHARGES APPLY AFTER 6PM	

Staff:

Early Bird Supervisors

Mrs Rapley/ Ms Butler (NVQ3)

Early Bird Assistants

Mrs McCoig/ Mr Collins/Mr Lydon

Afternoon Owls Supervisor

Mrs Bathurst (NVQ3)

Afternoon Owls Assistant

Mrs Constant/ Gap Students

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.

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.