

# **Staines Preparatory School**



## **Before and After School Childcare Policy**

**September 2025**

Welcome to the Staines Preparatory School Wraparound Care program. Our service is designed to provide a safe and nurturing environment for pupils outside of normal school hours. Please read the following policy carefully. This policy represents our Terms & Conditions.

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 full paediatric first aid trained. A member of the Senior Leadership Team is also on site until the last child leaves school. This provision is for all children from Sunflowers Nursery and Staines Prep School, during term time.

### **Breakfast Session: 7.30 am to 8.30 am**

Children arriving at school between 7.30 and 8.10 may have breakfast of toast, bagels, cereals, porridge, 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 Burgess Hall. Upper School children are dismissed by the class teacher, and they walk to the Burgess Hall. All children are registered. Weekly activities and snacks are advertised in Friday Bulletin for the following week or month.

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

### **Registration and Booking**

Parents must complete a registration form for each child attending the wraparound care program via the Parental Portal/School Cloud.

Booking for the wraparound care must be done in advance and can be made on a weekly or daily basis, subject to availability.

### **Fees and Payment**

Fees are charged based on the chosen care package, whether daily or weekly.

Parents who sign up for a full week of care and do not utilise the service for any or all days will still be invoiced for the full week. This policy ensures that staffing and resources are adequately planned and maintained.

The invoices will be issued at the end of each month and must be paid within 14 days. Childcare Vouchers and Tax-Free Childcare can be used to pay for these invoices.

### **Cancellation and Refunds**

Any cancellations must be communicated in writing at least 48 hours in advance to avoid being charged for the booked session.

Refunds will not be provided for unused days in a full-week booking, except in cases of emergency or illness, subject to the discretion of the Headteacher.

Timetable	Charges 2025-2026
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 McCoig / Mrs Rapley / Mrs Cheesman / Mr Lyden

Afternoon Owls Supervisor Mrs Bathurst (CACHE Lvl 3 Diploma)

Afternoon Owls Assistant Mrs Constance / Gap Students

### Ratios

For children aged 2-3, a ratio of 1:5 is maintained and 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 the EYFS Framework, an assessment has been made as to the appropriate level of qualifications required of the staff. 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 Wrap around Care 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.

### Health and Safety

In case of an emergency, the school reserves the right to seek necessary medical treatment for the child.

### Behaviour and Conduct

We expect all children to adhere to the school's behaviour policy while attending wraparound care. The school reserves the right to exclude any child from the wraparound care program if their behaviour is consistently disruptive.

### Amendments

The school reserves the right to amend this policy as necessary.

### Contact Information

For any queries or further information, please contact the school office

### Uncollected Children:

All children attending Afternoon Owls 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 have been collected.