

# **PRE- AND POST-SCHOOL CARE SCHEME**

## **Introduction**

The Governors and staff hope that your child(ren) will be very happy in our care scheme.

Our aim is to provide pre- and post-school care in a safe and stimulating environment for the boys and girls in The King's Junior School and in the first year of the Senior School.

## **Operation**

The care scheme is normally run in the Consterdine hall in the Junior school, with other school facilities being available as required.

Varied activities will be arranged such as art, craft and games, together with a supervised area for quiet study/homework.

The scheme is run by qualified staff (NNEB, Playworker NVQ2 & 3 etc.) who have been carefully chosen to ensure that your child receives the best quality care.

Volunteer involvement is also encouraged from local college childcare courses and from interested parents/supporters as well as from selected sixth form pupils.

## **What to do next**

Please read the following information and complete the registration and booking forms. (Please note that although the school holds the registration information already it will not be readily available to the playworkers in the event of an emergency). The forms should be returned to school marked FAO The Care Scheme. The Care Scheme staff will then contact you with availability information.

## **Important**

Please remember to tell a member of the care scheme staff if there are any changes to:

your name, address or telephone number.  
the person(s) collecting your child  
any advanced bookings you have made

You must inform the care scheme in writing or by telephone if the person collecting your child is not the person named on the registration form. We cannot hand over your child to a friend or relative without express permission.

## **Registration and Induction**

### **Registration**

A registration/contact form for each child must be completed prior to using the scheme, giving contact details, collection arrangements, medical information etc. Re-enrolment is also required at the end of the summer term. Places will not be kept open for a child unless a new registration form is completed.

All sessions should be pre-booked. Twenty-four hours notice at least is required for casual care as we do not always have space available.

If you require a change of days we will try our best to accommodate your needs.

In emergencies only care can be arranged on the day, parents should notify the senior school reception on 01244 689500 before 3.15pm if possible.

Please do not rely or ask your children to pass information to us about any cancellations you wish to make.

If a child is unable to attend a pre-booked session, the care scheme must be notified as soon as possible to avoid any confusion either by letter, by telephone to Junior School Reception or the play workers direct on 07795567359.

Cancelling without informing us also means that we will spend time searching for your child, and trying to contact you to ensure your child is safe.

Because of high demand for places we will unfortunately have to charge for any unattended pre booked sessions. Exceptions will be made in cases of illness only.

### **Induction**

Parents are encouraged to bring their child(ren) into the scheme before they are booked in for the first time to give both the parent and child the chance to look around and see what types of activities are available.

On the first visit, the child will be encouraged by the staff, but will not be forced to participate in the activities that are on offer at that time.

The senior playworker, or in his/her absence, the assistant playworker will formally welcome the new scheme member and introduce the child to another child of the same peer level or a small group of children, who will be asked to look after the newcomer for a while until he or she feels comfortable and confident.

Scheme staff will maintain contact by eye on the newcomer and be supportive if necessary.

Parents of new children will be kept informed on how their children have settled into the scheme.

## Opening Times and Payment Terms

### Opening times and cost

The pre- and post-school care will be available on all normal operational school days.

Pre school include:-	8.00 - 8.40am	£2.50 per whole/part session to
	supervised activities and escort to Junior School entrance for the start of school.	
	Breakfast will be available as usual in the dining hall from 8.30am but must be separately purchased by boys and girls if required.	
Post school or	3.30 - 5.00pm	£5.00 per whole/part session
Post school	3.30 - 6.00pm	£8.00 per whole/part session
both include:-	collection from the Junior School entrance supervised activities and homework area. light tea (e.g. sandwich and fruit/cake) and drink provided before 5.00pm.	

### Terms of payment

Payment will be collected via the normal school fee-invoicing routine.

The accounts will be made up to a date immediately prior to the preparation of normal termly invoices. Attendances towards the end of a term will not therefore be billed until the end of the following term.

The payments will be collected by direct debit as an extra on 8<sup>th</sup> September, 8<sup>th</sup> January and 8<sup>th</sup> May or by cheque at the start of each term depending on the parents' existing fee-payment arrangement.

### Child Care Vouchers

We are able to accept childcare vouchers from various providers to pay for pre and post school sessions.

If you would like more information on child care vouchers, please telephone Jackie Carr in the Bursar's Office on 01244689539.

## **Arrival and Departure**

### **Pre-school care**

Children should be brought into the dining hall by their parents/guardians and signed in by them in the pre-school care register.

At the end of the session boys and girls in the Junior School will be escorted to the Junior School entrance. Boys and girls in Remove will be expected to make their own way to registration.

### **Post-school care**

Boys and girls in the Junior School will be collected from the Junior School entrance at 3.30pm and escorted to the dining hall. Boys and girls in Remove will be expected to make their own way to the hall at the end of school.

On departure, all boys and girls must be collected and signed out by one of the persons named on their registration forms.

Please ensure that you arrive to collect your child no later than closing time. If an emergency arises and you are delayed please telephone the playworkers on 07795567359 so that we can explain the situation to your child and make alternative arrangements.

Please note that the school reserves the right to charge a penalty fee for any late collections after 6.00pm. This will be related to the additional cost of the playworkers' time.

### **Policies**

Please see the Pre and Post Care Scheme Policies on the website in About Us/Policies.