



**St Edward's Catholic First School, Parsonage Lane, Windsor SL4 5EN**

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**Website: [www.stewardscatholicfirstschool.co.uk](http://www.stewardscatholicfirstschool.co.uk)**

## **Extended Care**

The morning care Larks Breakfast Club (7.15am-8.30am) and afternoon care Cuckoo Club (Mon-Thu 3.15pm-6.00pm, Fri 3.15pm-5.30pm) are managed on a day to day basis by the appointed Extended Care Supervisor, who reports directly to the Head Teacher. All enquiries regarding admission should be referred to the school office. The Extended Care offering is in place purely to provide a service for those parents/carers who require Extended Care provision for their child/children.

**A registration form must be filled in by parents/carers for all children before they attend for the first time.** This registration form will ask parents/carers to supply information which includes: emergency contact details, details of any allergies the child has, any special needs the child may have, and any details regarding access e.g. court orders.

It is the responsibility of the parent/carers to inform the school of any changes to this information. However, the school will regularly remind parents/carers of the need to keep this information updated.

**All children attending Extended Care must be pre-booked & paid for, using the schools SCOPAY system.** Children attending Larks Breakfast Club without prior booking will be charged at a higher rate. Cuckoo Club bookings made on the same day, via the school office email, will be charged at a higher rate and any child placed in Cuckoo Club due to late pick up will also be charged at a higher rate.

**Fees are to be paid in advance of all sessions booked,** unless using Childcare Voucher payments where vouchers will be processed upon receipt by the school.

We ask that parents/carers pre-book and pay for sessions using the schools chosen payment company, SCOPAY, accessible on the Parents' page on the school's website [www.stewardscatholicfirstschool.co.uk](http://www.stewardscatholicfirstschool.co.uk).

**If parents/carers need to book with less than 24 hours' notice, please email the school office at [office@secfs.org.uk](mailto:office@secfs.org.uk)** but be aware that it may not be possible to accommodate the request if no places are available. If a place is available and booked it will be charged at a higher rate.

**If you wish to cancel your child's pre-booked session, we require 24 hours' notice by email.** We understand that there may be times when your child cannot attend Extended Care due to unforeseen circumstances, e.g. illness. However, due to the appropriate number of staff being in place for the expected number of children each day, you will still be required to pay for the session, irrespective of whether or not your child attends.

**If outstanding fees are not paid within 2 weeks of your child's attendance, your child's place at the Club may be withdrawn.** Should parents/carers experience difficulty in meeting the fees, they should contact the Head teacher, via the office email or in person, in confidence, to seek an effective solution to the problem.

**Refunds:** Payments made by Credit or Debit cards will be processed only in extreme circumstances and will need to be authorised by the Head Teacher and/or the School Business Manager. An admin fee of £5 is charged per refund request.

Payments made by Childcare vouchers must be monitored carefully by parents/carers so a surplus of funds does not accrue. Refunds cannot be processed in school. It is extremely difficult and very time consuming to try and obtain refunds from Childcare voucher providers so we ask parents/carers to manage their voucher payments carefully so as not to need any refunds. It is not possible to refund Government tax free childcare vouchers due to the tax implications. We can transfer funds to another childcare provider but an admin fee of £10 is charged per refund request.

**Please note:** Cuckoo Club is not available on the last day of term before the Christmas, Easter and Summer Holidays or on selected days throughout the school year, for example Sports Day. The school will always try to give as much notice as possible if either club is not running.

**Cuckoo Club Late Collection:** If you are late collecting your child/children after the closing time we will apply a charge; £5.00 per five minute block or part of, i.e. 8 minutes will cost £10. Payment will be added to the Scopay account and payment must be made within 7 days. A log of late collections will be kept and the Governing Board will be informed on a termly basis.

Staff will carefully monitor new children and discuss any concerns with their parents/carers.

Healthy food and drinks are offered daily at snack time, with fresh drinking water available throughout the session.

All equipment used in Extended Care meets the required safety standards and is checked regularly for defects. Equipment is cleaned regularly and stored in an appropriate way. Children are involved in all decisions regarding what is purchased for the Club. The Supervisor and staff will facilitate play and create play spaces for the children. There will be opportunities for free choice and free expression of ideas, games and activities. There will always be an alternative choice in play, crafts and games.

Our Extended Care premises are kept safe and secure at all times and there is adequate space for all play opportunities undertaken. The Extended Care will maintain an open room layout, allowing the children the opportunity to move freely between activities. The staff will ensure that the environment in & outside is friendly, clean and cheerful.

A member of staff, who is trained in First Aid, will always be present and we will ensure that this training is kept up to date. All accidents will be reported to the parents/carers.

The Extended Care staff are responsible for ensuring that all areas used by the children are kept secure at all times.

In the event of children needing prescribed medication whilst attending Extended Care, a signed form must be filled in by the parents/carers prior to any administration of medicine.

Parents/carers of SEN children will always be consulted regarding the child's access to Extended Care. However, any decisions made must ensure that the safety of Extended Care as a whole is maintained. We will work in partnership with parents/carers and other agencies in meeting individual children's needs.

Extended Care follow the school's Behaviour Policy which can be found on our school website

Parents/carers are obliged to inform Extended Care of any changes to their circumstances. When you accept a place for your child/children at either Extended Care you are also required to abide by our Extended Care policies and procedures. A copy is available to view on our website, or you can request a paper copy.