



Extended Provision

Breakfast and After School Care

Welcome to our Extended Provision

Our extended provision is committed to working with parents and carers to provide safe, stimulating and enjoyable childcare for the children who attend Epsom Primary and Nursery School. We aim to help parents balance work commitments and family life by providing convenient, affordable and high quality breakfast and after school care during school term time.

Where are we

All extended provision is primarily located in the main large hall but in order to ensure we are meeting government guidelines regarding covid-19 we will be using additional spaces such as the small hall, library, field and playground. Entrance and collection for the club is via the school pedestrian gate on Pound Lane and then the last door of the junior block (next to Nursery). Please ring the doorbell and a member of staff will come to meet you. Children will be brought to you and parents will be asked to wait outside the building.

Club Opening Times

The Club is open Monday to Friday during school term times, except for INSET days when the Club will be closed. Breakfast Club runs from 7.30am until the beginning of the school day with breakfast served between 7.30-8.10am.

Afterschool sessions run from the end of the school day until 6.00pm:

Short sessions finishes at 4.30pm

Long sessions finish at – 6pm with a picnic tea served between 4.45pm and 5.15pm

Last day of term After School Club sessions run between 1.30 - 6pm with sessions available: 1.30 -3.15, 1.30 – 4.30 and
1.30 – 6pm

Who can attend?

Our extended provision is open to children aged 3-11 years old who attend Epsom Primary and Nursery School. Places are allocated in line with our Terms and Conditions on page 6.

Booking arrangements

Before you can book a place in the club, you must register your child by completing a registration form and signing the Terms and Conditions.

Bookings are made directly by parents on a 'first come' basis until all the places are filled.

Giving Notice

If you no longer require a place for your child in Extended Provision, you must give one month's notice **by email**.

Fees and payment from September 2020

Sessions and prices	What is included
Breakfast Club 7.30am-8.35am £6.00	A variety of breakfast options including; cereal, toast and fruit. Activities include; sports, arts and crafts, cooking, board games, puzzles, computers, construction, role-play, small world play and themed days.
Afterschool Club 3.15pm- 4.30pm £6.00	A healthy snack – eg fruit or rice cakes Activities such as; sports, arts and crafts, cooking, board games, puzzles, computers, construction, role play, small world play, table football, table tennis and themed days.
Afterschool Club 3.15pm - 6pm £15.00	A variety of snack options at 3.30pm including – eg fruit or rice cakes A light picnic tea – eg sandwiches, wraps, rolls, pasta, with fillings such as cheese, ham, cream cheese, marmite, tuna, chicken, egg. Carrot sticks, cucumber, tomatoes, pepper, fruit, jelly, yogurt. We cater for individual and specific needs where children have particular medical/allergy needs regarding food. Activities such as; sports, arts and crafts, cooking, board games, puzzles, computers, construction, role play, small world play, table football, table tennis, home learning support and themed days.

Siblings receive a 10% discount. This will apply to the oldest sibling attending the Club.

All bookings & payments are made using the school's online payment system in advance of the session (which can be accessed via the school website) or you may use Childcare Vouchers. In order to make a booking you need to have credit on your account or a linked childcare voucher scheme.

Accounts will not be allowed to accrue debt. Please refer to full terms and conditions.

If your child is absent from the club for any reason on the days they are booked in for, you will still be charged for those days. We do not operate a "swapping" policy. We do not charge for INSET days.

If you are using some of your child's funded 30 hours in extended provision, please email childcare@epsom.surrey.sch.uk, do not book these yourself.

Late collection fee

Any late collections that occur up to 15 minutes after the session ends will incur a fee of £10.00 any collections after 15 minutes after the session ends will incur an additional penalty of £20 per 15 minutes. Regular lateness, with no justifiable explanation, may result in the place being withdrawn and in some circumstances may result in a referral to Children's Services.

Please can parents/carers make a point of picking up their children on time. It is upsetting for the child if you are late, so if you know you are running late please inform us by ringing the Club on 07513 830112.

Complaints

We hope that you will be happy with the service that we provide. However, should you wish to make a complaint, the following procedure will apply.

Our policy follows a simple process.

- In the first instance, we encourage you to discuss your complaint with the Club Manager who should be able to respond to your concerns.
- If you are still not happy, please put your complaint in writing. We will acknowledge your complaint as soon as possible. The complaint will be fully investigated within 14 days.
- If you are not satisfied with the outcome, the Club Manager will pass the matter to senior management.
- As a last resort, you can submit your complaint to Ofsted who will investigate it as the regulator for childcare provision.

Activities

We offer a varied programme of activities including:

Creative activities	Role play area	Reading Club
Construction activities	Indoor and outdoor physical play	Homework Club
DVD afternoons	Story time	Picnics/parties
Cooking	Themed activities	A variety of activities provided by our
our		Sports

Organised activities will be on offer but the emphasis is on child-centred and self-directed play.

We offer a homework and reading club each week.

Staying Safe

Accidents and Emergencies

If your child becomes ill, every attempt will be made to contact one of the people listed on the registration form to arrange for your child to be collected. Your child will be cared for until someone collects them.

In the case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than first aid, every attempt will be made to contact you to discuss the course of action to be taken. All accidents and emergencies are entered in the Accident Book/Incident Book.

Supervision and collection

Children are supervised by staff at all times during club hours, until they are collected by you (or named substitute). The ratio of staff to children complies with Ofsted regulations.
Year 6 children only - you must give written permission if you wish a child to go home unaccompanied.

The infants are supervised on their way to and from school to Extended Provision. The juniors make their own way. Your child is welcome to join a session after they have attended clubs/after school activities. In such cases, the whole session fee will be charged as we have to staff the whole session even though your child only attends the latter part.

Please notify staff in advance if anyone different is collecting your child, even if they are a relative. You will need to submit this via email to childcare@epsom.surrey.sch.uk prior to collection or by calling the club on 07513 830112 after 3.30 pm. The Club has a password system. If someone other than a parent/carer collects your child you will have to let them know the password. The password will be told to you when you register your child.

The Extended Provision Aims

The aims of the Extended Provision at Epsom Primary and Nursery School are:

- To provide all parents with children aged 3 to 11 years of age the opportunity of attending the Breakfast and After School Club.
- To provide a happy and welcoming environment.
- To provide a high standard of care.
- To provide fun, stimulating and exciting activities for all children attending the club.
- To provide a quiet place for those pupils who want to do homework.
- To encourage and improve social interaction at mealtimes.
- To encourage children to understand the importance of eating healthy foods.
- To encourage the children to be responsible and helpful.
- To encourage positive behaviour, concentration, and a feeling of well-being.
- To provide a positive start and end to the school day.
- To provide a service for the community.
- To provide good role models for the children.

Our statutory school policies and procedures are available to view on the school website with specific Extended Provision policies available within the club.

Staff

We are fortunate to have a highly experienced, capable and committed staff team at our extended provision.

Rachel Bolt – Extended Provision Supervisor (breakfast)

Therese Linhares – Extended Provision Supervisor (after school club)

Tina Pithers-Gregory - Extended Provision Supervisor (after school club)

Jo Jarvis – Staffing Manager

childcare@epsom.surrey.sch.uk – currently being monitored by the finance team, information for the supervisors and staffing manager are passed on as appropriate.

Play workers

All of our Play workers are employed by the school. Most of them have other roles across the school during the day, so children attending the clubs are able to build their relationships on existing bonds with the staff.

Contact Details

Address:

Epsom Primary School, Pound Lane, Epsom, Surrey, KT19 8SD.

Provision Mobile:

07513 830 112 (Please leave a message if it is out of Club hours - messages will be picked up each day)

Email:

childcare@epsom.surrey.sch.uk to book or for enquiries

Terms and Conditions – Extended Provision (Before and After School Care and Holiday Club)

**Please read carefully and then sign and return the agreement to
childcare@epsom.surrey.sch.uk**

1. All sessions must be booked and paid in advance using the schools online payment system or with childcare vouchers.
2. Accounts will not be allowed to accrue debt, please refer to Epsom Primary and Nursery Schools debt management policy.
3. Epsom Primary School will charge for late payment. This will be £10 per week. If after 2 weeks' payment has still not been received, your space will be withdrawn.
4. Full payment for all sessions booked – either pre-booked or ad-hoc – must be made whether or not attended.
5. We cannot swap sessions or allow catch-up attendance for sessions missed, unless absence is due to medical emergencies where doctors or hospital appointment cards or visit notes can be provided. This will then be considered by the manager of the club and a decision will be made at their discretion. Absence for general illness does not qualify.
6. All sessions are booked by parents using the Tucasi/SCOPAY system, bookings can be made if you have credit on the account or you pay by childcare vouchers and if there is space available.
7. If your child is going to be absent please ensure you remove the booking from the system to prevent being charged.
8. Late collection of children. Any late collections that occur up to the 15 minutes will incur a fee of £10.00. Any collections later than 15 minutes will incur an additional penalty of £20 per 15 minutes. Regular lateness with no justifiable explanation may result in the place being withdrawn and a referral to Children's Services.
Please be aware of Club finishing times;
 - Breakfast Club 7.30 – 8.35am (children will be taken to class)
 - After School Club Short Club 3.15 – 4.30pm (Snack will be provided)
 - After School Club Long Club 3.15 – 6.00pm (Snack and light picnic tea will be provided)
9. To leave our extended provision, we will require 1 months' notice in writing.
10. Extended provision terms, conditions, and fees may be subject to change at anytime. Any change will be communicated with parents via email.

Child's Name: _____ Class _____

Parent/ Carer's Name: _____

Parent/ Carer's Signature: _____

Date: _____

