



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 Explorers 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. Please state at the time of completing this form which days/times you would like your

child to attend. If you work a shift pattern then we require shifts 1 month in advance. If this is not possible please let us know on your registration form.

Ad-hoc bookings will be limited and it may not always be possible to provide adhoc spaces on the day of booking. All booking requests must be made by emailing childcare@epsom.surrey.sch.uk

All ad-hoc bookings will incur an admin fee as well as the session fee which must be paid immediately on Tucasi. (Please see full terms and conditions for costs.)

Giving Notice

If you no longer require a place for your child in Extended Provision, you must give one month's notice **by email**, and fees will be payable during this notice period whether or not your child still attends.

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.

If your child is attending Extended Provision on regular days, each week, then bookings must be made and paid for in advance. For example September sessions should be paid by the 31st August, October sessions should be paid by 30th September etc. You can pay additional monies into your account in advance i.e. you could pay for the whole term in advance. Your account balance and session confirmation are available on Tucasi, statements are available on request.

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.

Accounts will not be allowed to accrue debt and late payments will be charged at £10 per week. 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.

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 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 Early and Late Explorers 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.

Rupi Thasan- Extended Provision Manager

Karon McKnight– Extended Provision Supervisor (breakfast and after school)

Justine Ingram – Extended Provision Supervisor (after school)

Rachel Bolt – Extended Provision Supervisor (breakfast)

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 paid in advance using the schools online payment system or with childcare vouchers. Regular pre-booked sessions must be paid, in advance, by the last day of the previous month i.e. September sessions should be paid by 31st August. Ad-hoc bookings can be made however places are limited and are not guaranteed. Payment for ad-hoc sessions must be made in advance of the sessions.
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. Ad-hoc bookings will only be accommodated if space is available, please email childcare@epsom.surrey.sch.uk . Once the session is confirmed please pay immediately on Tucasi. Ad-hoc bookings will incur an admin fee. Ad-hoc bookings made within 2 weeks (up to 48hours) before being needed will incur a £1.50 booking fee. Bookings made within 48hr of a place being needed will incur a £3.00 admin fee. Bookings on the day will only be agreed in exceptional circumstances and will be subject to places being available.
7. Ad-hoc sessions cannot be cancelled and no refund or session swap is available for ad-hoc sessions not attended.
8. Ad-hoc bookings will be monitored and where a regular pattern (over a period of 4 weeks) of booking is established this will no longer be considered ad-hoc and a permanent booking for these sessions will be made.
9. If your child is going to be absent please ensure you inform extended care in addition to the school. This is particularly important for children attending the late session so that we do not cater food for them.
10. 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 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)
 - Explorers Short Club 3.15 – 4.30pm (Snack will be provided)
 - Explorers Long Club 3.15 – 6.00pm (Snack and light picnic tea will be provided)
11. To leave our extended provision, we will require 1 months' notice in writing.
12. 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: _____

EXTENDED PROVISION REGISTRATION FORM

Child's surname:	Forename:	Date of Birth:
Age:	Class:	
Address:		
1st Contact	mobile	work
2nd Contact	Mobile	Work
If there is any information that you would like us to know ie likes/dislikes or any other requirements please let us know:		

Who has legal responsibility	
Who has legal responsibility	
Who does the child live with	
In case of an emergency please give 2 further contacts with phone numbers should we not be able to contact parents/carers	
Emergency contact 1	
Emergency contact 2	

To book your sessions please tick the sessions required					
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club From 7.30					
Afterschool Club Until 4.30pm					
Afterschool Club Until 6pm					

Please turn over

MEDICATION

In the event of an emergency, when we cannot contact either parents, carers or emergency contacts, it may be necessary to obtain treatment for your child from a doctor or, in extreme cases, from the hospital. Delays in these circumstances could be dangerous.

Name of family doctor:

Child's NHS number:

Surgery name and address:

Does your child have any allergies or special medical conditions?

I agree to the above medication procedures

Signed:

Date:

PERMISSION

- I give/do not permission for my child's picture to be taken. These photos may be used in 'All About Me' books, Newsletters, displays or just sharing with you.
- I do/do not give my permission for my child to have supervised use of the computers and internet.

Signed:

Date:

Print name: