

## Extended Service Policy

The Extended Service has been designed to provide parents/carers with additional childcare/afterschool care beyond the usual Pre School daily sessions. The Extended Service will be implemented as flexible 'clubs' each day, such as an 'Art Club', 'No-bake Club', 'Movement & Music Club' and 'Rhyme/singing Club'. Clubs may be changed or amended reflective of the children's interests and engagement. The children will be able to avail of the activity planned each day as well as have their lunch and have some free-play/down time within a smaller group of children. The benefits of the Extended Service include providing parents/main carers with additional childcare (children are in for an extended period), the children form special friendships within their Pre School circle as well as promote additional skills across all areas of development.

### Extended Service hours

The Extended Service operates Monday through to Thursday for 2 hours from the end of the Pre School session (11:00am – 1:00pm). Children can attend for the full 2 hours or 1 hour. The Extended Service is flexible in that parents can choose the days they require and put their child in additional days whenever there's availability. Parents/carers can also avail of the service on the day it self (if they haven't pre booked) as long as there's availability and staffing allow. This provides a flexible service for parents/main carers based on their individual requirements.

If a parent is continually late picking up their child, they will be charged £5 for every 15 minutes to cover staff costs.

Donna Mulhern (Pre School Manager) and Jean Ho (Early Years Practitioner) will be managing the Extended Service. Kylie Scott will also be on the premises to cover staff lunches/sickness etc.

### Charge & late payments

The charge for the Extended Service is £5.00 per hour per child, £10 per day per child and this can be payable by cash (exact money in a sealed envelope – to reduce money handling due to COVID-19), cheque or by online banking. We recommend setting up a standing order for each week for regular users to ensure payments are being made and these can be adjusted if required, for example if you drop days/add days or no longer require the service. Payments made are non-refundable\*.

**Payments are to be made the week that your child is in attendance and should be paid no later than the Thursday of that week. Repeated late payments will result in a £20 charge. Please let us know how you will be paying so we are able to track this – this is especially important if you are paying online.**

\*Should your child not be able to attend the Extended Service due to sickness or COVID-19 related symptoms, payments will be carried forward for when your child is back in attendance.

### **What your child needs to bring**

As children will be staying on from the Pre School session, we only require parents/main carers to provide their child/ren with a **light lunch** to be taken during the 2 hours. We ask that parents/main carers provide a **healthy lunch** (food items such as breads/fruits) in a wipeable lunch bag/box and to be mindful that we are a nut-free zone. Children only require a light lunch as children will have availed of snack that morning. We are unable to microwave any items due to health and safety but children can bring in beans/spaghetti hoops/pasta etc. in their own flask. Due to our current Healthy Eating, allergies and choking policy, **we ask parents/main carers to not pack items with nuts (no peanut butter) or use chocolate spread.** Fruit items such as grapes and blueberries have to be cut length ways due to risk of choking. If we have any children in attendance with other food allergies, we will inform parents.

Inform staff whether you wish to avail of the Extended Service or if you require to change days of attendance.