

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 'clubs' each day, such as an 'Art Club', 'Caboodle Club', 'Physical Development (Movement) Club' and 'Language Development (rhyme) 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 1 ½ hours from the end of the Pre School session (11:30am – 1:00pm). 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 itself (if they haven't pre booked) **as long as there's availability and staffing allow. Please inform in advance if you want to use the service on a Wednesday as ingredients may be purchased if a non-bake element is planned for that day.** This provides a flexible service for parents/main carers based on their individual requirements and days can be amended or dropped at any time. Children can attend Ad Hoc (taking into account the conditions above) or children can attend as a regular planned attendance.

If a parent is continuously 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 £10 per day per child and this can be payable by cash (exact money in a named sealed envelope) or by online banking. **All payments are to be made at the start of that week of attendance. If your child happens to attend at the last minute, then payment must be made that day.** 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*.

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 change of plans, payments made 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 1 ½ hours. We ask that parents/main carers provide a **healthy lunch** (food items such as breads/fruits/vegetables/yoghurt/raisins/crackers/breadsticks) in a wipeable lunch bag/box with a drink (no fizzy drinks). Please also include any utensils that may be needed such as spoons for yoghurts. Please be mindful that we are a nut-free zone and this includes items with sesame seeds such as sesame breadsticks/baps. 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 do not pack items with nuts (no peanut butter) use chocolate spread or pack items such a crisps, sweets, biscuits, cake or items that contain chocolate. There is a 'grey area' when it comes to cereal bars as I understand that some cereal bars can be more muesli or fruit based - these are fine (unless we are told otherwise). However, items such as cereal bars that contain chocolate or high sugar bars such as 'Frostie' or 'Rice Krispie' bars or items such as chocolate brioche are not in line with the implementation of our policy. Items such as 'Mini Cheddars', 'Soreen' and savoury 'Snack-a-Jacks' are fine.**

Whilst we may make lovely treats as part of our 'Caboodle Club', these are consumed at home. We may also have treats for the children throughout the year, but these are only provided at special events/special days. We do implement a Healthy Eating policy through Extended Service as well as the Pre School session. **Fruit items such as grapes and blueberries are 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 the Pre School Leader if you wish to avail of the Extended Service, if you require to change days of attendance or if you have any queries regarding lunches.