



PRE-PREP AFTER SCHOOL CARE TERMS AND CONDITIONS FROM SEPTEMBER 2011

Breakfast Service

The Pre-Prep department offer a Breakfast Service between 0800 and 0830 each day in term time. This takes place in Transition and should be booked in advance if required with Mrs Maria Cottrill via the Pre-Prep Office. Breakfast can be included at an additional cost.

After School Care Service

The After School Care Service is run by experienced, qualified staff and operates from 1500 to 1800 each weekday. It is divided into two sessions, 1500 - 1630 and 1630 - 1800. The older children are accommodated in the Pre-Prep Hall during the first session whilst the younger children are accommodated in Transition.

The children undertake a large variety of art and creative activities and there is time allocated to play games, enjoy music, listen to stories and take part in drama.

Any child being collected after 1800, time will be determined by the radio controlled clock in the Pre-Prep Hall, will be charged £25 per half hour or part thereof per pupil. Additional charges will be added to your school account at the end of term.

If children are not collected by 1830 the Head of Pre-Prep will be contacted and alternative arrangements will be made. Any parents collecting their children from After School Care after 1800 on a regular basis will be asked to meet with the Headmaster to discuss future arrangements.

To ensure that we have adequate numbers of staff for the children in our care, it is imperative that all children are booked into Breakfast Service or After School Care Service in advance.

A surcharge of £25.00 will be made if a child is booked into Aftercare on the day the care is needed as a 'one-off' session. Any requests on the day must be made by a parent, either by telephone or in person (notes or messages left in reading books will not be accommodated). A session booked on the day may be refused if the staffing ratios cannot be met or the setting is fully booked. It is essential to understand that parents cannot assume that a 'one-off' session has been agreed for their child without oral confirmation from the School.

Costs of Breakfast Service and Aftercare Service ***each term*** are outlined below:

Service	One Day	Two Days	Three Days	Four Days	Full Week
Breakfast	£52	£88	£132	£176	£195
Siblings Aftercare	£32.50	£65	£97.50	£130	£162.50
After School Care – 1630	£65	£130	£195	£260	£325
After School Care - 1800 (includes High Tea)	£162.50	£325	£487.50	£622.92	£650

Increased costs reflect the staff presence that is required by law.