



# Childcare Policy

Code: NS33

Date of approval: June 2023

Date of next review: Summer 2024

Version	Date	
1	March 2022	New Policy
2	July 2022	Updated policy
3	Sept 2022	Updated policy
4	June 2023	Updated price structure

## **Purpose**

This Childcare policy sets out the aims and objectives in providing childcare services to our families.

## **Aims**

The primary aim of the School's childcare provision is to ensure we provide affordable, sustainable and high quality pre and post school childcare to our families. Additionally, through Breakfast Club (Early Birds) and After School Club (Night Owls) we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities;
- encourage children to develop friendships between age groups and work together cooperatively;
- promote independence.

## **Childcare hours**

- Early Birds 7.30am – start of school (term time only Monday-Friday)
- Night Owls 3.20pm until 5.45pm (term time only Monday – Friday)

## **Admissions criteria**

In the event that the childcare provision is oversubscribed, the admissions criteria below will be applied:

1. Children in the care of the Local Authority
2. Siblings of registered 'customers'
3. Full time places (5 days)

Places are subject to availability and allocated after the above criteria has been applied, on first come first served basis.

## **Fees**

Whitchurch Primary School is committed to keeping childcare fees as low as possible. However, the main school budget cannot subsidise childcare provision and fees are therefore set to offset our expenditure on staffing, resources and food.

<b>Provision</b>	<b>Fee</b>
Early Birds	£7 per day
Night Owls	£12 per day

Fees are reviewed annually and may be subject to change.

## **Industrial action**

Both Early Birds and Night Owls will remain open during periods of industrial action. Credit will be applied to future bookings on days where your child is affected by industrial action. This is only possible where you have informed us in advance (1 day minimum) that your child will not be attending. If advance notice is not given, our staffing will be allocated to include your child and therefore your charge for that session will remain.

If industrial action causes the whole school to close, you will receive a credit for your next booking period.

## **Enrichment clubs**

If your child is enrolled into enrichment clubs during any part of the school year, and you have booked a place at either Early Birds or Night Owls, please note that the charges will remain. There may be some discretion where your child's allocation to an enrichment club is not provided in advance. In these circumstances, please contact our Childcare administrator.

### Concessions

- Pupil Premium – 50% discount
- Siblings 50% discount (applied to the fees of the child with least days booked)
- Staff discount 50% for regular bookings

Places are booked for the full term, however we only require advanced payment for a half term. The full half term fees must be paid before a child can attend (the school's Debt Management policy will be applied for non-payment of fees). We do not offer any credit on childcare services and in the unlikely event debt occurs your child's place will be suspended with immediate effect.

### Registration

Childcare places are booked on a termly basis via our dedicated childcare email ([childcare@whitchurchprimary.harrow.sch.uk](mailto:childcare@whitchurchprimary.harrow.sch.uk)). At the outset of the academic year parents can also indicate if they wish to make a full-year booking to ensure their place is reserved.

A half terms notice is required for changes to bookings. Places are booked for fixed days and cannot be changed on an ad-hoc basis. If we have capacity in the service, it may be possible to pay for additional ad hoc childcare days. It is not always possible to accommodate ad-hoc bookings, we advise parents to register the maximum number of days they require to secure the booking.

All places must be pre-registered and confirmed by our Childcare administrator before attendance.

### Guidance for booking places;

- Bookings should be made for the whole term (July for Autumn term, December for Spring term and April for Summer term.)
- Our club capacity is set at 80 in any one session and once this number is reached the club is effectively full and no more bookings will be taken until the next term.
- Priority will be given to allocate \* termly bookings
- There will be a two week priority booking window for existing service users before places are opened to the rest of the community.
- Ad hoc bookings will be charged at an additional fee and only accepted if there is capacity
- All bookings and invoicing commence at the start of each term (*the only exception will be Reception/Nursery parents at the start of Autumn term who will be offered a two week buffer to aid settling*)
- We will not accept any late bookings e.g. booking for Spring term have to be made by 2<sup>nd</sup> December at midnight and there will be no exceptions.
- Places are booked for the whole term. There is no refund if a parent reduces their requirement. To reduce or cancel days we require a half terms notice – we will only refund if we are able to 'resell' the place.

\*Termly bookings are defined as the same days for each week of the term

### Ad Hoc bookings;

- Ad Hoc bookings will only be accepted if there is capacity after \*termly bookings have been secured, there is no guarantee
- Ad Hoc bookings **must** be made at least 2 weeks in advance
- Ad Hoc bookings are charged at £10 a day for Early Birds and £16 a day for Night Owls

### Continued registration

Existing users will not be required to re-register each term but will be required to confirm their places by the penultimate week of the previous term. Any places not confirmed by the given cut-off date will be reallocated accordingly.

### **Absences**

If your child does not attend a session the full amount will still be charged.

### **Exceptions**

- There will be no charge if the child misses a session due to a Whitchurch Primary School residential trip.
- There will be no charge if your child's place is removed or suspended due to our late collection sanction.
- There will be no charge if your child is excluded from school by the Headteacher.

### **Exceptional place allocation**

In exceptional circumstances places can be allocated at the discretion of the Headteacher or Deputy Headteacher. For example, where parents have requested childcare for a one-off exceptional circumstance or emergency childcare.

### **Early collection from school**

We do not permit the early collection of children from school for non-urgent appointments. Where possible, a member of the Senior Leadership Team will allocate a place in our Night Owl provision until parents are able to collect, parents will be invoiced on ParentPay accordingly.

### **Late collection from school**

In exceptional circumstances, if children are unexpectedly collected late from school (after 3.50pm) the Headteacher or Deputy Headteacher may authorise a place in Night Owls and parents will be charged the full fee for the evening on ParentPay.

### **Late collection from Night Owls**

We operate a strict late collection policy. All children are expected to be collected by 5.45pm at the latest, although parents can collect children at any time during the club. If parents are late collecting (after 5.45pm) three times during one half term their child's place will be suspended and may be removed with immediate effect.

### **Staffing**

The staff employed to supervise and support children in Early Birds and Night Owls are employed directly by Whitchurch Primary School. They are all highly experienced and qualified care professionals. We operate a general ratio of 1:12, although this may vary determined by the age and needs of the children registered.

### **Activities**

#### Early Birds

Activities at Early Birds are specifically designed to ensure children have a calm and relaxed start to their school day. We plan activities such as board games, puzzles, reading, sewing and small construction play.

#### Night Owls:

Activities at Night Owls are designed to feel very different from the school day. Our activities offer a much more relaxed and child centred atmosphere. Often the activities are separate for Infants and Juniors meaning the activities we offer are designed to meet the needs of age specific groups. There

are general physical activities and arts & crafts every evening which are planned and shared with parents at the end of the previous week. Pupil meetings take place during snack time which allows children to provide input into the planning of activities for the following week. A quiet study space is also available, where children can do their homework or study independently if they wish.

## **Menus**

### Early Birds

We offer the following on a daily basis:

- Choice of cereals
- Toast/bagels/muffins/pancakes with a range of spreads including jam, honey, marmite, cream cheese
- fruit
- milk
- water

Breakfast is offered as a buffet and children are expected to help themselves, younger children will be supported. There is no limit to the portions and children can help themselves until 8.30am when breakfast is cleared away.

### Night Owls

Weekly menus are published on the noticeboard, an example is illustrated below:

Monday	Tuesday	Wednesday	Thursday	Friday
Beans on Toast	Sandwiches/bagels/wraps with fillings	Margarita Pizza	Sandwiches/bagels/wraps with fillings	Tomato Pasta

Menus rotate each week. We want children to start to develop some independence around their food choice, food preparation and tidying away. Therefore, we will operate a buffet style service and expect children to wash and dry their own plates, bowls, cups and cutlery after use. Fruit, milk and water is available throughout the club. On Tuesdays and Thursdays we offer baking and cooking activities to the children.

If your child has specific dietary needs please make our Childcare administrator aware when you make your booking.

## **Behaviour**

Children and staff are expected to follow the Whitchurch Core Values whilst attending Early Birds and Night owls. The school's Behaviour policy will be followed with all childcare staff being trained and supported by the Senior Leadership Team. Only in exceptional cases will the Headteacher exclude a child from our childcare provision due to their behaviour.

## **First Aid**

There will be a qualified first aider on site during all childcare sessions.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the club's accident book and a medical form will be completed.
- The accident will be reported to the parent when collecting their child.
- Parents of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

- Children with specific medical or dietary needs will have a Care Plan completed prior to starting at either club.

### **Health & Safety**

Staff will follow the Whitchurch Primary School Health and Safety, E-Safety and Safeguarding Policies and related documents to ensure the safety of all children.

The procedures to follow in the event of a fire or evacuation are detailed around the school and all club staff have been fully trained. In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will co-ordinate the school's response.

### **Contacting us**

Enquiries regarding bookings and payments can be made in the following ways:

Email: [childcare@whitchurchprimary.harrow.sch.uk](mailto:childcare@whitchurchprimary.harrow.sch.uk)

Telephone: 020 8951 5380

Enquiries/contact during the session: 07904 428226 (Early Birds & Night Owls Leader)