



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

**BEFORE AND AFTER SCHOOL CARE
AT REIGATE ST. MARY'S
Summer Term 2019**

Early Morning Care:

From 7.30 am - Breakfast Club Green Shoots to Year 6:

From Green Shoots to Year 6 Breakfast Club runs from 7.30 am in the school dining room. Children will be supervised and served a cold breakfast and taken to Early Care or the playground (from year 2) from 8.00 am.

The charge for Breakfast Club is £5.70 per session to include Breakfast.

Parents should bring their child directly to the dining room at 7.30 am and hand over their child to the teacher on duty.

From 8.00 am Supervised Early Care:

Lower School: - Supervised Early Morning Care is available from 8.00 am each School day at no charge. Green Shoots children should go to Green Shoots classroom, Kindergarten should go to Kindergarten, Reception and Year 1 should check the rota displayed in Beech House foyer each morning. This facility is only for parents who **need** to drop their children early it is not for general supervision.

Upper School and Year 2: - Members of staff are on duty every day from 8.00 am in the School playground to supervise Upper School children who arrive before the bell goes at 8.25 am. Year 2 children should be taken to the member of staff outside Beech House foyer and registered.

No children should be left on site before 8.00 am unsupervised by their parent or carer. Any Child left on the school site before 8.00 am will be taken into Breakfast Club and the parents will be charged £5.70

Late Care runs from 3.30 pm to 4.00 pm for pupils in Green Shoots to Year 2 inclusive, who are waiting either for a sibling in Reception to Year 2 taking part in a club that finishes at 4.00 pm or waiting for a sibling in Year 3 to 6 who finishes lessons at 4.00 pm. **There is no charge for Late Care.** Green Shoots, KG and reception will stay in their own classrooms. Please check the daily rota displayed in Beech House for the location of Reception. Year 1 and Year 2 will go to Green Shoots for Late Care.

Please note any child in Late Care not collected by 4pm from the Late Care classroom will be taken by the teacher to Extended Day where they will be charged £4.65 per ½ hour until 4.30pm and then £5 per ½ hour thereafter.

If your child is in Green Shoots to Year 2 and needs to stay at School beyond 3.30 pm and they do not have a sibling at the school, you need to book them into Extended Day from 3.30 pm (Lower School) or 4.00 pm if they are attending a club first. The charge for this will be £4.65 per ½ hour until 4.30pm and then £5 per ½ hour thereafter.

Upper School children who attend a club after 4.00 pm, which finishes before 6.00 pm, can also be booked into Extended Day where they can go after their club has finished. The charge for this will be £4.65 per ½ hour until 4.30pm and then £5 per ½ hour thereafter.

Extended Day runs from 3.30 pm to 6.00 pm for Lower School pupils and 4.00 pm to 6.00pm. pm for Upper School pupils. The charge for this will be £4.65 per ½ hour until 4.30pm and then £5 per ½ hour thereafter. Pupils attending Extended Day will be offered a light snack and a drink after 4.30 pm.

If using Extended Day for your child whilst a sibling is playing in a School match (home) you will be charged from 4.00 pm. There is no charge for away matches if you are watching the match.

Sibling waiting is only until 4pm. If an older child is participating in a club beyond 4pm then fees will be due for the younger child.

Please note that should you choose to book Extended Day for your child whilst attending parents evening the usual charges will apply. This is only available if you book your child in straight from school.

If a child is collected after 6.00 pm either following a club or extended day a penalty charge of £8.30 will be made for each period of 15 minutes thereafter. Please see non-collection of child policy.

Parents must complete the form attached and return to Victoria Smith at Reigate St Mary's, to book these facilities in advance. This is important for the safeguarding of children.

Occasional use is also facilitated in the event of an emergency or unforeseen circumstances. A register is kept and charges will be made against the pupil's next fee bill.



BEFORE AND AFTER SCHOOL CARE

Summer Term 2019

Please return this form to Victoria Smith at Reigate St Mary's School

Child's name _____ Year _____

I wish my child to attend on the following sessions and have circled the appropriate day(s):

7.30 am Breakfast Club Green Shoots to Year 6

Mondays Tuesdays Wednesdays Thursdays Fridays

8 am Early Class Green Shoots to Year 1

Mondays Tuesdays Wednesdays Thursdays Fridays

Late Care (GS through to Year 2) 3.30 pm to 4pm for those with siblings

Mondays Tuesdays Wednesdays Thursdays Fridays

Name of brother/sister in Upper School _____ Year _____

EXTENDED DAY (3.30 pm to 6.00 pm) for those without siblings

Green Shoots, Kindergarten, Reception, Year 1 and Year 2

Mondays Tuesdays Wednesdays Thursdays Fridays

Do you require tea? (4.45pm-5.15pm)

Y/N Y/N Y/N Y/N Y/N

EXTENDED DAY (4.00 pm to 6.00 pm) for those with siblings

Green Shoots, Kindergarten, Reception, Year 1 and Year 2 (after clubs) and Upper School

Mondays Tuesdays Wednesdays Thursdays Fridays

Do you require tea? (4.45pm-5.15pm)

Y/N Y/N Y/N Y/N Y/N

Signed _____

Date _____