



# St Faith's

Pre Prep Late Stay  
2017-2018

Late Stay Manager: Ms Anita Joysey

Late Stay Assistants: Miss Joanna Kleczkowska  
Miss Ellie North

Pre Prep Late Stay direct dial 01223 229410  
Pre Prep Late Stay mobile number 07528 800427

Late Stay Supervisor after 1800 07773 368508

## BOOKING IN

We ask that bookings are made at least a day before the Late Stay is required to ensure there are sufficient staff on duty. Bookings should be made via the school's VLE using your parent login details or by completing a form in School House.

- Bookings cannot normally be made after 1200 on the day.
- Bookings will not normally be possible by telephoning the School Office.



## CANCELLING THE BOOKING

It is important that you telephone the School Office if you wish to cancel a booking. You will be liable for a charge of £5.00 if staffing is provided to include your child in the Late Stay programme and then he or she does not attend.

## COLLECTION

Late Stay for the Pre Prep takes place in Room 37 behind the Southfield building.

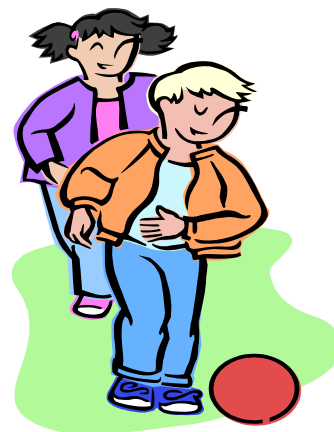


The adult collecting children from Late Stay is asked to identify themselves to the staff. A member of staff will sign out the child/ren prior to them being allowed to leave. Children may be released to people other than their parent or carer only if the school have been previously notified of the adult's name. Should an unidentified adult arrive to collect a child, parents will be contacted by phone prior to the release of the child. Changes to collection arrangements may be notified by the completion of a pink message slip or adding a note to your booking on the VLE. If you think you will be later than the collection time you have booked please phone to advise us.

The gates to Southfield drive are open from 1630 to 1800 for parents collecting children from Late Stay. Please park in front of Southfield. Our drives must be kept clear for emergency vehicle access.



Pre Prep Late Stay ends at 1730. If you have an emergency which delays your collection until after 1730 then you must phone the Late Stay Manager. After 1730 your child will be taken to Edenfield to join the Late Stay programme for the older children.



## **COSTS**

The charges are reviewed each year. With effect from 1st September 2017 the charges will be:

Child collected by 1630	£7:40	
Child collected by 1700	£8:70	inc. a light snack
Child collected by 1730	£9:90	inc. a light snack
Child collected after 1730	£10:90	inc. a light snack

School ends at 1525 and the Late Stay charges start from this time.

**You will be charged £6.00 for every 5 minutes your child is in  
Late Stay after 1800.**

1525 – 1545	Staff welcome the children as they arrive. A register is taken and a story read to the children.
1545 – 1615	Children can choose activities and areas to play. They are encouraged to be outside if the weather is fine.
1615 – 1620	The children wash their hands and go to the Dining Room.
1625 – 1655	A light snack is served in the Dining Room. Then the children proceed back to Room 37.
1700 – 1730	Activities and play continue until Late Stay ends at 1730.
1730	If, in an emergency, a child is not collected then he or she is taken to join the older children in Edenfield.