



St Faith's

Pre Prep Late Stay
2019-2020

Late Stay Supervisor: Ms Anita Joysey

Late Stay Assistants: Mrs Pamela Niedbalski
Mrs Marina Nieto-Marquez Darder

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

Late Stay Supervisor after 18:00 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 12:00 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.

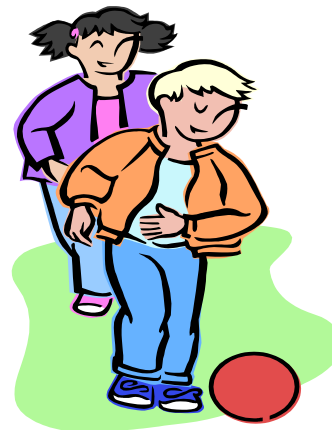


The adult collecting children from Late Stay is asked to identify themselves to the staff. A member of staff will sign out the child/ren prior to them being allowed to leave. Children may be released to people other than their parent or carer only if the school have been previously notified of the adult's 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 16:30 to **18:00** 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 17:30. If you have an emergency which delays your collection until after 17:30 then you must phone the Late Stay Manager. After 17:30 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 2019 the charges will be:

Child collected by 16:30	£8.05	
Child collected by 17:00	£9:55	inc. a light snack
Child collected by 17:30	£10:85	inc. a light snack
Child collected after 17:30	£11:95	inc. a light snack

School ends at 15:25 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 18:00.**

- 15:25 – 15:45 Staff welcome the children as they arrive. A register is taken and a story read to the children.
- 15:45 – 16:15 Children can choose activities and areas to play. They are encouraged to be outside if the weather is fine.
- 16:15 – 16:20 The children wash their hands and go to the Dining Room.
- 16:25 – 16:55 A light snack is served in the Dining Room. Then the children proceed back to Room 37.
- 17:00 – 17:30 Activities and play continue until Late Stay ends at 17:30.
- 17:30 If, in an emergency, a child is not collected then he or she is taken to join the older children in Edenfield.