



PRESTON CANDOVER CE PRIMARY SCHOOL



Early Birds and The Nest Guidance

We hope that this guidance provides all the necessary information about our before and after school provision, Early Birds and The Nest. If you require any further information, please contact the school office on 01256 389278 or email admin@prestoncandover.hants.sch.uk

About us

Following our parent's survey we have an understanding of the current need in our school for childcare provision. We have therefore staffed Early Birds and The Nest in order to meet the current needs.

Both Early Birds and The Nest are operated by our staff and provide high quality wraparound childcare for our parents and carers. Staff provide a range of creative opportunities within a safe environment.

Early Birds begins at 8.00am until the start of the school day and includes a healthy snack.

The Nest begins at 3.10pm and runs until 5pm, Monday to Wednesday. The second session includes a drink and healthy snack.

- Children are taken to their session and will be registered on arrival.
- Rules and routines, such as snacks, and signing in and out will be explained to the children.
- The fire evacuation will be explained and follows the school procedure.
- Staff will be engaged with all children and ensure that they feel relaxed, happy and secure.
- If a child seems to be taking a long time to settle in, this will be discussed with their parent/carer to support them.

Club Activities

Our aim is to provide an enjoyable range of activities for all children to choose from, enabling them to relax, take part in some physical games and creative activities including drawing, arts and crafts, music, board games and many other choices. The aim of the club is for them to have fun in a safe environment.

During Early Birds, children will be encouraged to have a calm start to the day through drawing, reading or playing board games.

Food and Drink at The Nest

We aim to serve varied and healthy food and drink to the children who attend The Nest (second session). This will include snacks such as popcorn, dried fruit, rice cakes, crackers, cheese, yogurts, fruit, rolls, water, milk and squash.

Information about children with allergies, intolerances or lifestyle choices must be added to registration forms. Please discuss this further with the school office if needed.

All staff have completed the required food hygiene course and are trained in food handling.

Drop off and Collection

Early Birds is located in a classroom in the KS1 area. Please bring your child to the reception door and wait for someone to let your child in.

The Nest takes place in the same classroom and the children are registered on arrival. Collection will be as follows:

4.10pm pickup: from main school entrance

5pm pickup: from main school entrance

Children must be signed out to an adult listed on the registration form.

First Aid

A qualified First Aider is always present at Early Birds and The Nest.

All staff complete safeguarding training and will follow the school's safeguarding, first aid, supporting pupils with medical needs and Health and Safety policies.

Illness and Accidents

If a child becomes ill during a session, the Parent/Carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness, which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the Parent/Carer will be notified when the child is collected. We will only administer paracetamol with pre-approval from parents and the confirmation that medicine has not been administered within the last 4 hours.

If a child suffers a minor injury, first aid will be administered by a qualified first aider and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Major Injury or Serious Illness

In the event of a child becoming seriously ill or suffering a major injury, the First Aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their Parent/Carer to arrive.

Booking procedure

Bookings are made by first completing the registration form; a link can be found on our website or parents can email the school office for a link. Once we have received your registration form we can activate your Scopay account for bookings and payment.

Please note that your account must be in credit to enable you to book any sessions online, a minimum of 4 days in advance. Bookings after this time will need to be made direct through the school office. In order to safeguard the children and to ensure adequate staffing levels, we

encourage parents to book in advance for the half-term. We do, of course, recognise that sometimes late bookings may be needed*. In this situation, please contact the school office directly on 01256 389278 and we will try to accommodate a place for your child.

(*There will be an additional charge for late bookings which we class as being made on the day of the session).

Non attendance

It is important that children booked to attend after early and school club do actually attend the session. Please inform us if your child is unable to attend for some reason.

Late Collection

It is essential that children are collected on time as our staff have other commitments after the club sessions. A late fee of £5 will be charged for the first ten minutes, £10 for twenty minutes and £20 up to 30 minutes. If the lead staff member has been unable to contact the child's Parent/Carer or alternative emergency contact after 30 minutes, the local Social Care team will be contacted for advice, as per the school Safeguarding policy.

Fee structure

All fees will be reviewed annually in the Summer term, to take effect in Autumn term.

Early Birds	8.00 - registration
Pre-booked	£4.50
Late booking (within 24 hours of session)	£6.00

The Nest	15.10 - 16.10	16.10 - 17.00 (incl. snack)	15.10 - 17.00 (incl. snack)
Pre-booked	£6.00	£6.50	£12
Late booking (within 24 hours of session)	£7.50	£8.00	£14

Payments

Payments are made on-line via Scopay.

We are currently setting up tax-free childcare vouchers for the future and will update you at the earliest convenience. If you would like to use childcare vouchers then please contact the school office.

We will not take voucher payments in arrears.

All payments must be made in advance. The school system will not allow a booking to be made on an account which is in debt.

All fees are non-refundable even if cancelled, however exceptional cases may be considered by the school.

Bookings close on Scopay, 4 days in advance or before if the session has reached capacity. To enquire about bookings after the cut off please contact the school office.

Any cancellations received after bookings have closed are non-refundable.

All sessions must be booked and paid for in advance via Tucasi Scopay. If sessions are paid for using childcare vouchers/tax free childcare, the vouchers must be paid to the school in advance and will then be added to your ScoPay account as a credit balance. It is your responsibility to ensure vouchers are paid in good time to allow for processing and to ensure you can book your required sessions. No booking will be accepted with the promise of a payment in arrears.

No parent/carer should consider an occasional or late booking has been accepted until a member of school staff has confirmed the booking in order to ensure safeguarding and payment has been made via Tucasi Scopay.

Please contact the school office if you have any queries on 01256 389278 or via email at admin@prestoncandover.hants.sch.uk