



St Mary and St Joseph's Catholic Primary School Early Bird and Late Owl Policy Updated Sept 2020 to include COVID19 safety measures (red font)

St Mary and St Joseph's Early Birds and Late Owls is registered with Ofsted; our registration number is 140770.

We provide care for children between the ages of 4 and 11 before and after school hours. St Mary and St Joseph's Catholic Primary School policies apply whilst children are attending Early Bird and Late Owls. **This includes appropriate behavioural expectations so that all children feel happy and safe in our care. During the COVID19 pandemic additional expectations are hand washing and social distancing routines.**

Initial Registration

When an initial enquiry regarding places is made, parents or carers will be given a copy of the Early Bird and Late Owl policy together with a booking form, which **must be completed** before a child can be placed in Early Bird or Late Owls as **staff need to know in advance** how many children are attending each day. **Please note that due to COVID19 safety measures, advance booking is essential to enable us meet the recommended adult to child ratio.**

Bookings

In order to provide adequate staffing and catering, all places **must be booked 48 hours in advance** of the required date. St Mary and St Joseph's understand emergencies occur and unexpected childcare may be required. In these situations emergency bookings can be made, **providing spaces are available**. Emergency bookings (i.e. within the 48 hours' notice) may be charged at a higher rate at the Head Teachers discretion.

Emergency bookings can be made through the school office on 01929 462565.

Cancellations

Cancellations must be given in writing, 48 hours in advance of the booking date to ensure a refund. Cancellations received outside the 48 hour cut off will be charged. Cancellations can be sent to the Early Bird and Late Owls administrator or class teacher.

Absences

If a child is going to be absent from a session, parents must notify the Club in advance.

Changes to Bookings

Changes to existing bookings must be notified to the Early Bird and Late Owls administrator in writing 48 hours before the booking is due. Change Forms are available from the office or from Early Bird & Late Owls.

Confirmations

The Early Bird and Late Owls administrator will send confirmation of payment to parents, once the payment has been received. Confirmation of bookings and changes to bookings will **not** be sent to parents. All bookings and changes to bookings will be assured, if received in writing.

Parents will be notified of outstanding balances at the end of each half term. Any outstanding balances must be paid before bookings can be received for the new half term.

Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway, including the time of arrival. **The hall will be set into two separate bubbles: Reception/KS1 & KS2. The children will go into their designated area and not mix with children from the other area.**

Departures

Children can only be collected by an adult who has been stated on the registration form. Any collection not stated on the registration form must be notified to the Early Bird and Late Owl staff in writing. Failing this, parents will be contacted before the child can be released.

Staff will ensure that they, the parents or the carers sign children out before they leave, noting the time of collection.

Fees

Early Birds 8-8.40 am	£4.00
Stay and Play until 4.10 pm	£3.50
Late Owls until 5.15 pm	£6.00
Late Owls until 6.00 pm	£8.00

For children attending other afterschool activities and joining the Late Owls session later, the fees will remain the same to ensure a place is guaranteed and staffing levels are correct.

Payments

Fees are payable on booking as places can not be guaranteed until payment has been received and can be made via:

- Cheques – made payable to St Mary & St Joseph's, Wool
- Childcare element of the Working Tax Credit
- Childcare vouchers
- BACS transfer – please use your child's name as reference:
 - Bank details: Lloyds Bank
 - Bank Account Name: Plymouth CAST T/AS St Mary & St Joseph's Cath Prim Sch
 - Sort code: 30 99 12
 - Account Number: 25697860

Emergency Evacuation/Closure Procedure

St Mary & St Joseph's Catholic Primary School will make every effort to keep Early Birds and Late Owls open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff
- Child Assault on a staff member or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Early Birds and Late Owls, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building, the designated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their children.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Club supervisor will leave messages for that parent or carer informing them of the arrangements made for their child.

Policy Adopted by: Mrs G Christopher
Head Teacher

Dated: 31st July 2020

Review Date: 31st July 2021