



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

**BEFORE AND AFTER SCHOOL CARE
AT REIGATE ST. MARY'S
Spring Term 2017**

Early Morning Care:

From 7.30 am - Breakfast Club:

From Reception 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 from 8.00 am. The charge for Breakfast Club is £5.25 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 and Reception, Year 1 and Year 2 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: - A member of staff is 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.

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 £5.25

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 and KG 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 Late Care.

Green Shoots and KG pupils who do not have a sibling may stay at School in Late Care until 4.00 pm however there is a £4.20 charge for this.


Please note any child in Late Care not collected by 4.05 pm from the Late Care classroom will be taken by the teacher to Extended Day where they will be charged £4.20 for up to ½ hour and then £8.40 per hour thereafter.

If your child is in Reception 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.

Please note children in the Lower School attending Extended Day from 3.30 pm will be charged £1.50 per 10 mins for the first 20 mins.

Upper School children who attend a club after 4.00 pm, which finishes before 5.30 pm, can also be booked into Extended Day where they can go after their club has finished. The charge for this will be £4.20 for up to the first ½ hour and then £8.40 per hour.

Extended Day runs from 3.30 pm to 5.30 pm for Lower School pupils (except KG) and 4.00 pm to 5.30 pm for Upper School pupils. There is a charge of £8.40 per hour. There is a location rota displayed in the foyer of Beech House for Extended Day. Pupils attending Extended Day will be offered a biscuit some fruit and a drink at 4.30 pm.

	7.30 am Breakfast Club Reception to Year 6	Early Morning Care and Early Years Early Care	Late Care If waiting for siblings until 4.00 pm	Extended Day Lower School 3.30 pm to 5.30 pm	Extended Day Lower School after club/ Upper School 4.00 pm to 5.30 pm
	7.30 am – 8.00 am	8.00 am – 8.30 am	3.30 pm – 4.00 pm	3.30 pm – 5.30 pm	4.00 pm – 5.30 pm
Session Cost	£5.25	No Charge	No Charge	£16.80	£12.60

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.

Please note that should you choose to book Extended Day for your child whilst attending parents evening the usual charges will apply.

If a child is collected after 5.30 pm either following a club or extended day a penalty charge of £8 will be made for each period of 15 minutes thereafter.

Where possible parents should complete the form attached and return to Tina Page at Reigate Grammar School, to book these facilities in advance. However occasional use is also facilitated, a register is kept and charges will be made against the pupil's next fee bill.



BEFORE AND AFTER SCHOOL CARE

Spring Term 2017

Please return this form to Tina Page at Reigate Grammar 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 Reception to Year 6

Mondays Tuesdays Wednesdays Thursdays Fridays

Early Morning Care Early Years (GS, KG & R) (8.00 am to 8.30 am)

Mondays Tuesdays Wednesdays Thursdays Fridays

Early Morning Care Lower School (Year 1 & 2) 8.00 am to 8.30 am

Mondays Tuesdays Wednesdays Thursdays Fridays

Late Care (GS through to Year 2) 3.30 pm to 4.00 pm

Mondays Tuesdays Wednesdays Thursdays Fridays

Name of brother/sister in Upper School _____ Year _____

EXTENDED DAY (3.30 pm to 5.30 pm)

Reception, Year 1 and Year 2

Mondays Tuesdays Wednesdays Thursdays Fridays

EXTENDED DAY (4.00 pm to 5.30 pm)

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

Mondays Tuesdays Wednesdays Thursdays Fridays

Signed _____

Date _____