



## To All Parents

18 February 2011

Dear Parents

I am writing to let you know about some points relating to Extended Day.

### 1. Door Entry System

As you are aware, we have a new security system in place throughout Early Years and Pre-Prep. The door code accessible to parents does not extend past normal school collection hours and, therefore, parents collecting their children from Extended Day need to ring the door bell to the right of the main Nursery entrance. We are sorry for any inconvenience this may cause but safeguarding the children has to remain our priority.

### 2. Trial extension of hours until 6:00pm

We appreciate the need for some parents to have longer hours for childcare. From February half term we will trial opening Extended Day until 6:00pm. This will be operational from Monday 28 February 2011 to Thursday 31 March 2011. If it proves popular, this will become a permanent arrangement from Thursday 28 April 2011.

If parents wish to take advantage of this extra half-hour or any part of it, the charge will be £2.50. For the sake of clarity, tough as it may sound, the only way we can administer this is to charge the extra £2.50 if your child is collected at any time from 5:31pm until 6pm. The reason for this is that a minimum of 2 extra staff will be paid for the full half an hour.

### 3. Late collection charge after 6pm

It is very important that you collect your children please before or at this time so that your children and our staff can return home at a reasonable time. We will, of course, care for your children after this time in an emergency. From 28 February there will be an automatic late collection charge of **£10 after 6:00pm**. This is to cover the cost of staff overtime.

### 4. Cost

May I remind you of our rates, which are as follows:

End of school	- 4:45pm	£3.50
End of school	- 5:30pm	£7.00
5:30pm	- 6:00pm	£2.50

(NB Late collection charge after 6pm £10.00)

A session after a club (that ends at 4:45pm or 5:15pm) till 5:30pm remains free.  
Collection after 5:30pm in such instances will be charged at the rate above.

Please do not hesitate to contact me if you require any further information or have any concerns regarding Extended Day.

Yours sincerely



Tracy Heath  
Out of School Care Manager