

## **Extended Hours Policy**

We offer extended hours on three afternoons – Mondays, Tuesdays and Wednesdays until 3.15pm. We have found that children really enjoy this extra time where they can do more activities in smaller group, focusing on literacy, numeracy and having fun.

### **General:**

1. Pick up is between 3.05pm and 3.15pm on extended days. For those not attending the Extended Hours pick up remains at 1.05 to 1.15pm.
2. Extended Hours is only on offer to children who attend core-hours (9.15am-1.15pm) at Playgroup.
3. The cost of Extended Hours is £20 per day. For two afternoons, this is a total extra payment of £34 per week. For three afternoons this is a total extra payment of £50 per week. This will be invoiced each half term.
4. Priority will be given to the older age group in Playgroup; i.e. children beginning school the following academic year. However, if you feel your child will be ready please do apply.
7. Parents need to apply to the Playgroup leader to sign their child up for Extended Hours. If you would like to sign up for extended hours please contact [playgroupleader@stthomasplaygroup.co.uk](mailto:playgroupleader@stthomasplaygroup.co.uk). You will need to put it in writing to the playgroup leader and Fees administrator if you wish to sign up in advance for half a term.

### **Trial, Occasional and Emergency Use:**

Whilst wanting to get families to sign-up to the full scheme, we are aware that occasionally parents would like their child to stay for extended hours when they need a couple of hours extra childcare or should they wish to try out the scheme before signing up.

1. Extended Hours can be used by families who have not already signed up-, on an ad-hoc basis, if the ratio of staff to children allows.
2. The costs is £20 for Monday, Tuesday or Wednesday 1.15pm-3.15pm. The session must be paid for in advance in cash directly to the Playgroup Leader (to minimise admin).
3. We reserve the right to cancel the scheme entirely if there is insufficient uptake. In this instance, parents will be given at least half a term notice before any change is made to the scheme.