



Extended Day Provision Information

Our Vision

The Vineyard is committed to providing the highest quality wraparound care. We aim to provide all families with flexible childcare options that the children enjoy. We recognise the value of every child and seek to maximise their potential, and enable them to form positive relationships with both children and staff. This provision works inline with The Vineyard values of caring, curious and courageous where we inspire all children to be their personal best.

E.D.P Before School Club

The Before School Club is available from 07.15-08:35 every day (Monday - Friday).

- Early Drop off (including food) is available from 07.15-08.35 (breakfast served between 7:15-8:00)
- Before School Club (excluding food) is available from 08:00-08:35

Typical week of breakfast: Rainbow fruit salad, avocado on toast, banana breakfast split, boiled eggs and soldiers. Accompanied by fruit, yogurt, porridge, seeds

Please note, if your child has dietary requirements, we will cater to these.

Activities

The activities on offer will include: drawing, colouring, reading, rise and shine physical games, brain games and social board games.

Prices

	Timing	Price
Early Drop Off (including food)	07:15-08:35	£10.75
Before School Club (excluding food)	08:00-08:35	£5.75

E.D.P After School Club

Our after school care is available from 15:10-18:00 every day (Monday - Friday).

- Option 1 (excluding food) is available from 15:10-16:15 only
- Option 2 (including food) is available from 15:10-18:00
- Option 3 (including food) is available from 16:15-18:00
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Food will be served between 16:15-17:00

Typical teatime week: Rice cakes, cream cheese, raw pizza wraps, hummus and lettuce mango boats. Accompanied by carrot, pepper, celery, spring onion, beans and herbs.



Please note, if your child has dietary requirements, we will cater to these.

Snacks: All children are permitted to bring a snack from home to eat between 3:15-4:15 following the [extracurricular snack policy](#).

Activities

The activities on offer will include: construction area (lego, duplo building blocks, den building), role play area (kitchen, builders), calm area (fidget toys), small world area (ocean, safari), craft area (cutting, painting, sticking, making), table area (top trumps, stacking cups), physical area (table tennis, darts), outside area (playground, field and a table tennis area).

Prices

	Timing	Price
Option 1 (including food)	15:10-18:00	£19.90
Option 2 (excluding food)	15:10-16:15	£8.95
Option 3 (for those attending a club first, including food)	16:15-18:00	30% discount of option 1 £13.93

Discounts

There is unfortunately no discount option available on Arbor. However, there is an option available for sibling families that provides a 5% discount per sibling but only if both children are booked into the same sessions. This will be checked regularly to ensure that this is being booked correctly by our families.

Please note, if the club gets cancelled and your child is admitted to EDP from 15.10, you will need to pay for the whole slot.

Staff can receive free EDP sessions during their working hours and a 50% discount outside of their working hours.

How do I book a space for my child at the EDP?

All bookings via Arbor <https://login.arbor.sc/>

You must register for the account first using the step by step [guidance notes](#).



Frequently Asked Questions

Can I use Tax Free Childcare?

YES

We are listed with the companies below:

Edenred P21363896
Kiddivouchers 102906
Sodexo (Pluxee) 921843
Computershare 0027008627
Fideliti VIN012C
Care4 16150682
Enjoybenefits 33646
Cooperative Flexible Benefits 85123441

To use Tax Free Childcare, the bookings will be marked as paid manually.

Log into [Arbor](#) and select the dates you want bookings for.

All families who are known as registered for childcare vouchers are allowed to book sessions without sufficient balances. Once we receive your tax free childcare payment, we will process the payment on your Arbor account.

All newly registered for tax free childcare **must** inform school by emailing at edp@. School staff then will amend your account allowing you to book sessions without sufficient balance.

What is tax free childcare?

We are a registered childcare provider for tax free childcare.

Tax free childcare is for working families, including the self-employed, in the UK with children aged 0-11 (or 0-16 if disabled).

If you are unsure if you are eligible and what this means for you, please use this [checker tool](#).

If eligible you will be directed to open an HMRC account.

Please login to your tax free childcare account and add us - The Vineyard School, Ofsted registration 102906) as a provider for your childcare.

Can my child attend a club on the extracurricular timetable and EDP?

YES. If you would like your child to attend an extracurricular activity, before or after school whilst also attending the provision staff can arrange to transfer them between the two. Families need to pay for the EDP accordingly.



Example 1 - externally book, pay and attend 8AM Football club. Family pays for the breakfast club (£10.75). EDP staff will take them to Football club at 8AM and the Football club will dismiss them to to class at 8:40am

Example 2 - externally book, pay and attend Technokids 3:15-4:15pm. Family pays for the EDP after school club only from 4.15pm (£13.93). Technokids will collect them from class and dismiss them to the EDP at 4:15pm. Your child will receive their EDP snack between 4:15-5:00pm and can be collected by the family anytime up until 6pm. You will need to pay for the full evening amount so that this caters for food, club cancellations and the space remaining free for your child.

Example 3 - externally book, pay and attend Fencing club 4:15-5:15pm. Family pays for the EDP after school club 3:15-4:15 (£8.95). EDP staff will transfer them to the Fencing club. Fencing club will dismiss them to the family.

Please ensure that you let us know half termly which extracurricular activity your child is attending using edp@vineyard.richmond.sch.uk so we can ensure the transition is smooth for them.

Is there a last minute bookings policy?

We know emergencies happen and we want to be able to assist you. Our emergency booking policy will only work on goodwill. We will review if one family has used the last minute booking option on multiple occasions.

Bookings close 12hours before the required booking.

If you want to make an after school club booking for the following day email edp@vineyard.richmond.sch.uk and if there is a space, we can book your child in. If you are emailing after 2pm you should ring the school office 02089480195

If you want to make a before school booking for the following day, send a text message to the EDP mobile 07367643901.

Please note, any last minute bookings will only be made if your account is clear of debts.

What is the drop off and pick up procedure?

Please drop off and pick up your child/ren at the big hall external entrance. All children must be taken to the door by an adult unless they are in Y5/6 and have permission to walk to and from school alone. Children who have permission to walk home on their own can do so, provided it is still daylight (applicable for winter months).



Authorised adults to collect

If a new, unfamiliar adult will be collecting a child, written authorisation needs to be sent to edp@vineyard.richmond.sch.uk with their full name and contact details.

Additional Emergency Contact Information

Email edp@vineyard.richmond.sch.uk for non urgent enquiries

Ring the EDP mobile 07367643901 when your child is in the EDP and it is outside of school office hours

The School Office is open 8:00-16:30 Mon-Thurs 020 8948 0195

The School office is open 08:00-16:00 Fridays 020 8948 0195

Ring/Text the EDP mobile 07367643901 for last minute bookings for the following morning

Terms and conditions

Admission

Whilst we aim to include all children, for some children this provision will not be appropriate. If it is felt that we are not able to meet the needs of your child/ren within our staffing ratios, request for a place will be declined. If this applies to your child and you are unsure as to why this decision has been made, please make an appointment with the Headteacher.

Late pick up

If children who are booked on until 4:15pm and are not collected on time, their families will be charged the full after school rate after 5 minutes of being late.

If children are collected after 6pm, their families will be charged an extra £20. Please note, if a child is collected late three times in a year, the child will lose their place.

If your child is not collected after school, they will be taken to EDP and a charge for the first session (£8.95) will be processed on your account.

Absence

Please send an email to let us know if your child will be absent that morning and is booked into the breakfast club. If your child has permission to walk on their own (Y5&6 only) and we do not hear from you regarding their absence, we will phone home after 15 minutes of no arrival.

Sickness

If your child becomes unwell during the club, the staff will contact you for early collection.

Medication

If your child requires any regular medication (inhaler or epipen) the EDP can access this in their classroom. If you have a spare for the EDP to keep in their medical bag, this would be preferable.

If your child is receiving one off medication in school (antibiotics, calpol etc) you will need to complete a medication form with either the AM EDP staff, if dropping off before school, or the school office if dropping off for registration.



If your child has an injury (ie broken arm) you will need to complete a risk assessment form with either the AM EDP staff, if dropping before school, or the school office if dropping off for registration.

Behaviour

We follow the Vineyard behaviour policy which can be found on our website.

Valuables

Children are not permitted to bring any valuable belongings or equipment and we are not liable for any damage or loss of such items. Mobile phones will be placed in a locked box.

Family conduct

Families must adhere to the same visitor protocol as during the school day which can be found [here](#).

Debts

In order to book for the following term, all outstanding balances must be paid.

Cancellation

- Refunds will only be given in exceptional circumstances (ie long term illness/ injury etc) or if requested 5 working days in advance. We encourage families to book carefully. There will always be a space available so please only book a space when you are certain that it is needed.
- Refunds cannot be given for payments made using childcare vouchers

Agreement

An annual payment of £10 registration fee means that you have agreed to these terms and conditions. The registration fee is used to resource the EDP provision.