

# PRE-PREP BUSY BEES (After School Care)

## GUIDELINES 2024-25

Busy Bees (previously Ladybirds) is an optional extension to the end of the school day offered to children who have siblings in the Prep school and to those children who have working parents and no alternative childcare. Any remaining places will be made available to other pupils. Busy Bees guidelines are given below, however a full policy may be found on the school website.

### Guidelines

- Session times
  - Early Session: 3.15 - 4.20pm cost - £8.15 per session includes drink, fruit and optional biscuit.
  - Late Session: 4.20 - 5.10pm cost - £7.55 per session includes the above and a light tea.
- Full Session: Please book both the Early and Late session should you wish your child to be in Busy Bees from 3.15-5.10pm (£15.70).
- Repeated late pick ups will incur a £5 charge.
- Charges are set by the Governing body and the Bursar, and will be added to the termly school fees bill. The charges above are for 2024-2025.
- There are a maximum number of places available in each session. A limited number of places are offered to nursery age children.
- The Head of Pre-Prep and the Busy Bees Supervisor have the right to withdraw a place or ask that a child be collected earlier if they are not coping with the longer day.
- Places must be booked for the Autumn Term through SOCS by Monday 2nd September 2024. By booking a place for your child you are committing to their taking a place for a minimum of half a term, and will be charged accordingly. If during the course of the half term you no longer require the regular place and it is possible to fill it from our waiting list, you will only be charged for what you have used.
- You will be contacted towards the end of each term to re-confirm your requirements for the following term.
- Ad hoc requests for places in Busy Bees are limited to 3 per term, per child. Should you require an 'ad hoc' place please contact: [ppadmin@pinewoodschool.co.uk](mailto:ppadmin@pinewoodschool.co.uk) .

Please note, in cases of emergencies your child will ALWAYS be cared for by a member of staff. If you require any further information regarding Busy Bees please contact Mrs Lockhart or Mrs Thomas in the Pre-Prep Office at [ppadmin@pinewoodschool.co.uk](mailto:ppadmin@pinewoodschool.co.uk) .