



Dear parents/guardians Y1 and YR children

Changes to Early Bird and After School Clubs – September 2019

We have been looking at the way in which we run/organise Early Bird and After School Clubs and are making changes from September.

The main changes for using either facility are:

- parents will need to register their child/children – one registration per child.
- parents will only need to register once – no registration – no place.
- parents will need to sign the term and conditions of care sheet.
- parents will need to complete a booking form for **after school** – which must be received by **5.00p.m.** the **Thursday** in the week before.
- full payment must be received with the booking form - no payment - no place.
- early bird can still be used as a 'drop off' facility – as currently – but children must be registered – payment will be expected when dropping off.
- other than for illness **non attendance will not be reimbursed.**
- parents will **no longer** be able to ring up on the day and ask for their child/children to go into after school.
- children who are booked in for after school, **regardless of which session**, and are late being picked up, will incur late pick up charges of £6 for every 15 minutes, or part thereof.
- accidents/incidents will be recorded and an adult's signature will be required on collection.
- the club will reserve the right to revoke a place on the grounds of anti-social behaviour or any repeated behaviour affecting the well-being of the club in general.
- if there is no-one to collect your child by 3.10p.m. he/she will be put into our after school club whilst we try to contact you. The charge for this will be the same as the after school late pick up charges of £6 for every 15 minutes or part thereof.
- after school and early bird clubs can be contacted during club hours, telephone 07398 270603.

N.B – as parents will be unable to book the week before children return to school in September, we will accept bookings on a daily basis for the 4th, 5th and 6th September only - full payment must be received with booking form.

Registration packs are available from the office, from early bird/after school and the school website.

We appreciate there may be a few teething problems with the new system – but with your support hopefully these will be ironed out quickly.

These changes have been discussed with and agreed by Governors.