

## **Early Birds Club** **Terms and Conditions**

The Early Birds Club runs Monday to Friday from 8:00 to 8:45 am

A variety of indoor activities supervised by the Early Birds Club staff are provided to occupy the children until the start of school.

Activities include drawing, colouring, puzzles and games, reading and writing and supervised in the Early Birds Room/ Music room in the Victorian building, at the front of the school. The club allows you the opportunity to drop your children off at school a little earlier than normal, to accommodate today's busy lifestyles.

The club is based in the Victorian building at the front of the school, and is open every school day from 8am to 8:45am, at which time all children make their way to the classrooms. Children who are in Reception are escorted to their classroom at 8.45am.

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aim of the Early Birds Club and to uphold and promote its good name. We will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

### **Booking**

Please contact the Early Birds team to check that there is availability prior to booking on:  
[earlybirds@otford.kent.sch.uk](mailto:earlybirds@otford.kent.sch.uk)

On receipt of your email, the Early Birds Manager will advise whether a space is available. If no space is available, then the parent/carer will be notified that their child is on a waiting list. There is a limit of 45 places each day, so these spaces will be assigned on a 'first come, first served' basis.

As parents are now able to book Early Birds themselves, parents arriving without having pre booked may unfortunately be turned away. This is due to the need to adhere strictly to the ratio of children to adults during the session, ensuring the safety of the children at all times.

### **Payment of Fees and Cancellation**

The cost per session is £4.50 per day and parents will be given a half term's notice of any change in fees.

You can book directly through Parent Pay via the 'Early Birds' payment item. Spaces are booked via the 'book meals and places'.

Please note that payment will need to be made when booking.

Termly booking in advance is strongly advised, however, we understand that situations arise from time to time that require ad hoc bookings. If there is a need for this, a booking will need to be made at least 24 hours in advance.

The school also reserves the right to withdraw provision of the Club should a parent display inappropriate behaviour towards a member of staff or another child. Please note also due to the need to cover costs in order to keep this service running credits for non-attendance will not be issued. Children need to be handed over to an Early Birds member of staff by a parent\trusted adult no earlier than 08:00. Should a child be left unattended outside of Early Birds the place will be removed.

The Early Birds Club manager requires five days' notice if you no longer require a place for your child or wish to make any changes to the days attended. Any changes will be subject to agreement by the manager and will be subject to availability.

Should your child fail to attend on the reserved date, refunds will not be provided. However, in the event of school closure, for example due weather, a full refund will be given.