



# Stowford 'Early Birds' and 'Roosters'

'Early Birds': 8am-start of school/nursery    'Roosters': end of school/nursery-5.45pm

Our before/after school hours sessions are held in the Stowford Nursery building and are run by qualified Stowford School staff led by Mrs Christine Ward.

Early Birds and Roosters sessions offer a relaxed and friendly atmosphere in an educational setting for children already attending Stowford Nursery or Stowford School.

## 'Early Bird' sessions:

Drop your child/ren from 8am in the Stowford Nursery building in the knowledge that they will be safe and happy until taken to their classroom in time for morning register.

A healthy breakfast and a drink of fresh juice will be provided if required, and children will be able to play with their friends indoors or outside.

## 'Roosters' sessions:

Your child/ren will be collected from their classroom at the end of the school day by our staff and taken to the Stowford Nursery building.

Healthy snacks will be available if desired.

Children will be safe, have fun and enjoy a range of activities; either indoors where crafting, games and puzzles will be available, or outside on the school field in the wide and inviting expanse of the wooded areas and the huge sandpit.

They will be able to participate in their choice of activities until you pick them up.

## Terms & Conditions:

To ensure the smooth running of the service the terms and conditions on the reverse side of this sheet are necessary. When you accept a place for your child/ren you will be asked to sign to say that you agree and will adhere to them.

We respectfully request that sufficient notice is given when booking in your child/ren - staffing levels are put into place on a termly basis and cannot easily be altered.

## Like a place?

Application Form attached - please complete and return to the School Office.

Thank you!





## 'Early Birds' and 'Roosters' Terms and Conditions

To ensure the smooth running of Early Birds and Roosters sessions the following terms and conditions are necessary. When you accept a place for your child/ren you will be asked to sign to say that you agree and will adhere to them.

### 1. Charges:

Out of Hours fees are charged at £4.40 for the first hour (minimum booking), and in half-hourly increments thereafter as follows:

Nursery children	Fee	School aged children	Fee
8am to start of nursery	£4.40	8am to start of school	£4.40
End of nursery to 4pm	£4.40		
End of nursery to 4.30pm	£6.60	End of school to 4.30pm	£4.40
End of nursery to 5pm	£8.80	End of school to 5pm	£6.60
End of nursery to 5.30pm	£11.00	End of school to 5.30pm	£8.80
End of nursery to 5.45pm	£12.10	End of school to 5.45pm	£9.90

Please complete a booking form for the hours you require.

### 2. Payment Of Invoices:

Invoices are issued on a monthly basis in advance, and payment is required immediately.

Please pay using your school ParentPay account (login details will be created for you when your child starts). Stowford School supports all childcare voucher schemes and the government tax-free childcare payment scheme. Full details will be printed on your invoice.

### 3. Changes To Hours:

If you would like to change the hours that your child attends on a regular basis, please complete a Change of Sessions request form (available from the Out of Hours Team or from the school office).

We require notice in writing of at least two weeks. Any changes will be subject to availability.

Sessions booked cannot be swapped.

Ad-hoc and additional sessions: one-off requests may incur an administration charge.

### 4. Non-Attendance/Swapping Session:

If your child is unable to attend a session for which they are booked we are unable to refund the cost or to offer an alternative session.

### 5. Late Pick Up:

Please ensure that your child is collected at the allotted time. The safety of the children is of utmost importance and we cannot guarantee having adequate staffing levels if children are collected late. Charges will be applied if parents regularly arrive late; and if the situation is not resolved, your place at the facility could be put at risk.

If you have any questions please do not hesitate to ask a member of the School Admin Team, the Early Birds/Roosters Team or myself.

Yours sincerely

Mrs Sue Williams

Headteacher  
Stowford School





**'EARLY BIRDS' AND/OR 'ROOSTERS'  
APPLICATION FORM  
(FOR SCHOOL AGE CHILDREN)  
one application form is required per family member**

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_ dob: \_\_\_\_\_

Parents'/Carers' Names: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Contact Email Addresses: \_\_\_\_\_

Medical: Asthma: Yes/No Allergies: Yes/No Other medical conditions: Yes/No

Please detail: \_\_\_\_\_

Please indicate sessions required below:

	'Early Birds' AM £4.40	✓	'Roosters' PM Option A £4.40	✓	'Roosters' PM Option B £6.60	✓	'Roosters' PM Option C £8.80	✓	'Roosters' PM Option D £9.90	✓
MON	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
TUES	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
WEDS	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
THUR	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
FRI	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	

To start with effect from: \_\_\_\_\_

In the event of an emergency, I give permission for a member of staff to seek medical advice or treatment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please see overleaf for terms and conditions of our Out of Hours childcare provision.*