



Stowford Out of Hours Clubs 'Early Birds' & 'Roosters'

'Early Birds': 8am-start of school/nursery

'Roosters': end of school/nursery-5.45pm

Our before and after school 'Out of Hours Clubs' sessions are held in two separate buildings on the Stowford School site:

Zone 1 = Stowford Nursery building (Nursery-age, Foundation-age and KS1: Years 1 & 2);

Zone 2 = The Nest building (KS2: Years 3-6);

These are run by qualified Stowford School staff and 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 at their zoned area in the knowledge that they will be safe and happy until taken to their classroom in time for morning register.

A healthy breakfast 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 their relevant zone. See booking sheet for session time increments.

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.

Yours sincerely

Mr Rob Pepper

Headteacher
Stowford School





Out of Hours Clubs 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 you will be asked to sign to say that you agree and will adhere to them.

1. Bookings:

Bookings must be on a regular, weekly basis with set days, and for the minimum of one half-term.

Please be aware that we are unable to offer ad-hoc sessions to children not already registered at our OoH Clubs.

2. Charges - one hour minimum session after school, then in half-hourly increments as follows:

Nursery children	Fee	School-aged children	Fee
8am to start of nursery	£4.80	8am to start of school	£4.80
End of nursery to 4pm	£4.80		
End of nursery to 4.30pm	£7.20	End of school to 4.30pm	£4.80
End of nursery to 5pm	£9.60	End of school to 5pm	£7.20
End of nursery to 5.30pm	£12.00	End of school to 5.30pm	£9.60
End of nursery to 5.45pm	£13.20	End of school to 5.45pm	£10.80

Please complete a booking form for the hours you require (*download from website/collect from school office*).

3. Payment of Invoices:

Invoices are issued by email monthly in advance (on the 1st of each month - unless the 1st falls on a weekend or during a school holiday), and payment is required immediately.

Please make payment using your school ParentPay account (login details will have been created for you when your child joined the school).

Please note that Stowford School supports all childcare voucher schemes and the government Tax-Free Childcare payment scheme for payment of child-care fees. Full details of the school bank account can be found on the invoice.

4. Changes to Sessions/Hours:

Changes to sessions/hours must be made half-termly.

If you would like to change the sessions/hours that your child attends, please complete a Change of Sessions request form (*download from website/collect from school office/also available from club staff*).

We require notice of at least two weeks prior to the required change. All changes will be subject to availability.

5. One-off requests:

One-off requests for additional sessions to those that your child already attends - spaces cannot be Guaranteed, and may incur an administration charge.

6. 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.

7. Late Pick Up:

Please ensure that your child is collected at (or before) the allotted time. The safety of the children is of utmost importance and we cannot guarantee having adequate staffing levels in place if children are collected late. Additional charges will be applied if parents regularly arrive to collect their child after their chosen collection time and, if not resolved (by adjusting their collection time), their child's place at the facility could be put at risk.

8. Safeguarding:

If a child has not been collected by 6pm (Roosters closes at 5.45pm), and we have not heard from/been able to contact the parent/carer, school safeguarding procedures will be instigated (which may involve contacting a Social Worker).





**'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 £4.80	✓	'Roosters' PM Option A £4.80	✓	'Roosters' PM Option B £7.20	✓	'Roosters' PM Option C £9.60	✓	'Roosters' PM Option D £10.80	✓
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: _____

I confirm that I have read and agree to the Terms and Conditions*

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

Signed: _____ Date: _____

*See attached Terms and Conditions for Out of Hours childcare provision at Stowford.