



earlybirdsandnightowls@elworthce.cheshire.sch.uk

Terms and Conditions

- A contract or booking is deemed to have been accepted when you have received an email confirmation from either, Early Birds and Night Owls or Kids Club HQ. In all cases, acceptance of places will be subject to availability. All contracts will run on a continuous basis until notice is given to change or cancel a contract. Ad-hoc bookings should be made 12 hours prior to the required session.

Early Birds opening times are 7.30am – 9am (last drop off 8.30am).

Night Owls opening times are 3pm – 6pm (last collection 6pm).

- Early Birds and Night Owls reserves the right to decline an application or to withdraw a child's place
 - Where payments are in arrears
 - In the event of persistent late pick ups
 - In the event of repeated or inappropriate behaviour

This may be on a temporary or permanent basis and will be at the discretion of the Early Birds and Night Owls manager.

- If Early Birds and Night Owls is unable to meet the needs of a child, they have the right to review the place allocated.

- Early Birds and Night Owls invoices represent fees for use of the club one month in advance, payment should be made by your preferred method. Invoices should be paid by the last working day of the month they are for. Any late or non-payments will incur a £20 late payment fee.
- Any invoice not paid on time may jeopardise the child's place until the debt is cleared.
- Places are payable even if not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity as a place will remain available should the event be cancelled.
- An additional charge will be made in the event of late pick-ups from Night Owls. Parents should inform staff as soon as possible if they have been unavoidably detained or delayed, either by phone or email. This be charged at £5 per child for collection between 6pm and 6.15pm, £10 per child between 6.15pm and 6.30pm and £20 per child after 6.30pm. Any charges applied will be at the discretion of the Early Bird and Night Owls Manager.
- Where a child has not been collected by 6.30pm and attempts to make contact with a parent or nominated carer have failed, Early Birds and Night Owls staff will implement Safeguarding procedures. At this point, staff will contact the Police and report the non-collection to Social Services.
- Early Birds and Night Owls should be notified of any changes to pick-up arrangements in advance, by either contacting the school office on 01270 698914 or by emailing earlybirdsandnightowls@elworthce.cheshire.sch.uk
- Four weeks cancellation notice is required to either cancel or make changes to your contract with Early Birds and Night Owls. This should be done in writing to earlybirdsandnightowls@elworthce.cheshire.sch.uk. Sessions not used during this time will still be chargeable.