



[earlybirdsandnightowls@elworthce.cheshire.sch.uk](mailto:earlybirdsandnightowls@elworthce.cheshire.sch.uk)

## **Parent Information**

### **Welcome to Early Birds & Night Owls**

Early Birds and Night Owls is a before and after school club based at Elworth CE Primary School.

### **Contact us**

By Post: Early Birds and Night Owls at Elworth CE Primary School  
School Lane  
Sandbach, CW11 3HU

Via School: **01270 698914**  
(During school hours)

By E-mail: **earlybirdsandnightowls@elworthce.cheshire.sch.uk**

### **Our Aims**

- We aim to create a safe, welcoming and happy environment where children can spend time with friends and make new ones, relax and have fun at the beginning and end of the school day.
- We aim to offer high quality wrap around care which shares and promotes the values and ethos of Elworth CE Primary School.
- We aim to provide our families with a reliable and consistent service that represents good value for money.

## Session Details

Early Birds & Night Owls is open from 7.30 to 8.45am and from 3.00 to 6.00pm on weekdays during term time only and excluding INSET days.

Breakfast Club is charged at £4.00 per session for contracts (ad-hoc bookings £4.50)  
After-School Club is charged at £10.00 per session for contracts (ad-hoc bookings £11.00)

An annual registration fee of £10 per family is charged on registration which is automatically added to the first invoice of each academic year.

A late charge for the following will be made if you pick your child up after 6.00pm:

|                                      |                  |
|--------------------------------------|------------------|
| Collection between 6.00pm and 6.15pm | £5.00 per child  |
| Collection between 6.15pm and 6.30pm | £10.00 per child |
| Collection between 6.30pm and 6.45pm | £20.00 per child |
| Collection after 6.45pm              | £30.00 per child |

## Breakfast Club

Breakfast Club is open from 7.30am to 8.45am. Children can be dropped off any time from 7.30am up until 8.30am and must be signed in by an adult. A range of healthy breakfast options will be available to the children, including a choice of cereals, toast, yoghurts, fruit and a drink. We will stop serving breakfast at 8:30am. At 8.45 EYFS and KS1 children will be taken to their classes, KS2 children will be taken to the playground to line up with their class.

## After School Club

EYFS and KS1 children will be collected from their class by a member of staff. KS2 children will make their own way to the small hall, where they will be greeted by a member of staff.

Fruit and a drink will be available to the children on arrival at the club. A light tea will be served at 4.30pm; this will vary daily and include, for example, wraps, burgers, hotdogs, pizza and pasta. Any dietary requirements must be made known to us on registration in order for us to meet the needs of individual children. Water will be available at all times.

During the session, children will be able to choose from a wide variety of toys, games, drawing and crafts, as well as having access to Ipads, laptops and the library, and on some evenings we will put on appropriate cartoons and films. Throughout the week

there will also be a range of structured activities for the children to take part in. These will be planned around a theme and based on the ideas and suggestions from the children. They will include cookery, crafts, sports, games, role-play and much more.

## Collection

All children must be signed out from Early Birds & Night Owls by an adult who has been identified on their online form. Children must be collected by 6.00pm as this is when the school is locked up for the night. If you are ever running late to collect your child, it is essential that you inform the club as soon as possible.

If any child has not been collected by 6.30pm without the club being informed and where attempts at contacting parents have failed, safeguarding procedures will be followed and Social Services or the Police will be contacted.

A charge as stated above will be made for late collection of children.

## Booking Sessions

All bookings for Early Birds & Night Owls are done online via the Kids Club HQ system. The link address is <https://elworthceprimaryschool.kidsclubhq.co.uk/rdr?u=home> . All children attending Early Birds & Night Owls must have a booking on the system via the Kids Club system before attending. Children will not be accepted into Early Birds & Night Owls if a booking hasn't been made. If you have any problems with any aspect of the booking system please email [earlybirdsandnightowls@elworthce.cheshire.sch.uk](mailto:earlybirdsandnightowls@elworthce.cheshire.sch.uk) for help or telephone 01270 698914 during the school day.

**Contracts** refers to **regular** bookings – i.e. bookings for children to attend the club on the same day/s every week. As per our terms and conditions, **contracts**, like **regular** bookings are booked termly and must be cancelled in writing, giving four weeks' notice. All sessions not cancelled in this way will be charged for.

**Bookings** refers to **flexi-bookings** – i.e. ad-hoc sessions which can be booked as and when they are needed. With Kids Club HQ, all flexi-bookings will need to be paid for when they are booked.

Before you register your personal information and details of your child / children you will need to select if you are making a request for a new **contract** (regular booking) or a new **booking** (flexi-booking).

Please also note that breakfast and afternoons are booked separately in the **Contracts** and **Bookings** sections so you will have to go to this area and select the booking type twice if you are booking for both breakfast and after school.

You will only need to add your details and agree to the terms and conditions once and the system will retain your information. If any of your information changes, you can update your details yourself at any time.

## **Payment**

Regular sessions are payable in advance on receipt of a monthly invoice which are sent directly from Kids Club HQ. Payments can be made in the following ways:

Card payments can be made using your Kids Club HQ account, there will be a pay by card option next to the relevant booking. Cash and cheques are accepted in an envelope clearly marked with your child's name, amount and what the payment is for. Cheques should be made payable to Elworth CE School Fund

If you are paying using Childcare vouchers or Tax-free Childcare this can be achieved by logging into your Childcare account and finding the school by name or postcode (be careful to choose the school not St Peter's). We are currently registered with: HM Childcare Choices; Fideliti; EdenRed, Care4, Computershare, Busy Bees, Kiddivouchers, Caboodle and Salary Exchange.

If payment has not been received by the last working day of the month the invoice is for, a late payment fee of £20.00 will be applied. This will be applied to the outstanding invoice.

## **Closures**

Early Birds & Night Owls is open during term time only and will not be open on INSET days. In the event of a closure due to extreme circumstances such as severe weather, parents will be informed by telephone. Messages will also be left on the club answer machine and on the school website. A refund of fees for affected sessions would be issued in these circumstances.

## **Behaviour**

Children attending Early Birds & Night Owls are expected to behave in an appropriate way to ensure that the club is a safe, happy and inviting place for all children and staff. In line with the school's behaviour policy, any behaviour that compromises the safety and well-being of children and staff will be reported to parents and if it continues, may result in the child being removed from the club register.

## **Equal Opportunities**

All children are welcome to attend the club and every effort will be made to ensure an inclusive and inviting environment regardless of gender, age, religion, ethnicity or disability. Staff will work hard to ensure that every reasonable adjustment is made to support the needs of all children. If you feel your child has additional needs which staff will need to be aware of, please make an appointment to meet with the club manager.

## **Policies**

Many of the club's policies and procedures are the same as those for the school. Should you wish to view any school or club policies, copies can be requested from the school office or downloaded from the school website.

## **Partnership**

Early Birds & Night Owls operates for the benefit of our families and their children. We aim to work in partnership and within an ethos of mutual trust and respect. We welcome your feedback and any suggestions for how we can develop and improve the club for the benefit of all children.