**Early Bird & Double Club**

**Terms & Conditions:**

**Rates:**

Early Club - £3.00 per session

Double Club - £10 per session

**Booking policy:**

Bookings for either club must be made in advance and for a full term. During the second half of each term you will be contacted by the school to see if your child wishes to keep their place for the next term.

Payment is due in advance for the half term ahead via SchoolMoney. If you do not pay by the due date stipulated on SchoolMoney your place will be withdrawn and could be offered to another child.

If you wish to pay by childcare vouchers please email the school office. Overpayment via vouchers will not be refunded.

There will be no refunds in the case of missed sessions. If your child has a School Residential Trip planned we will not charge you for the days that they will miss Early Club or Double Club. All other sessions will be charged for regardless including any snow days or enforced school enclosures.

As children are already registered in school we will not require any additional registration forms to be completed for Early Club & Double Club.

**Drop Off and Collection Policy:**

For your child(rens ) safety, if you require someone else to collect your child(ren), you must inform the school office of this via email.

Children must be collected by 6.00pm. If you are going to be late you must inform us as soon as possible. Late collection will involve a charge of £5.00 for every 5 minutes past 6.00pm per child.

**Adhoc Bookings:**

We will accept adhoc bookings **IF** there are spaces available. You will need to email the school office to request any additional sessions. Charges will be added to SchoolMoney and payment should be made promptly. The cost of an adhoc session for Early Birds is £4.00 and for Double Club £12.00.

**Policies:**

All School Policies (including Safeguarding) apply to Early Birds and Double Clubs.

**I have read and understood these Terms & Conditions.**

**Name: Date:**

**When we receive this form with your name completed from your email address we will consider this form to be signed.**