



EARLY BIRDS AND OWLS
at
CUNNINGHAM HILL
JUNIOR SCHOOL

BOOKING PACK



EARLY BIRDS breakfast club and **OWLS** after school club aim to provide a happy and safe environment for children both before and after school.

To enable all children to have fun safely, reasonable behaviour is essential. Both clubs expect and will encourage children to behave responsibly and to respect staff and each other.



EARLY BIRDS

Based in the dining room of the junior school, **EARLY BIRDS** is open Monday to Friday (during term time only). The club is open to children from 5 – 11 years.

The children are able to choose from a wide variety of activities: puzzles, games, cards, reading, art and more...

The breakfast provided usually consists of a range of cereals, fruit, yoghurts and toast (with a choice of preserves/toppings).

We promote good manners and sharing at breakfast time.

Infant children will be escorted to the Infant school by a member of staff.

Operating times	charges
7.45a.m. to 8.45a.m.	£4.25



Owls

Based in the many areas of the junior school, **OWLS** is open Monday to Friday until 6.15p.m. (during term time only). Please note: **OWLS** does not operate on the last day of term.

The club is open to children from 5 – 11 years. Cunningham Hill Infant children will be collected from their school at 3.15p.m. by a member of our staff. (Children are not generally accepted in the first term of reception without prior discussion with Mrs Orviss).

Any child returning from a school residential trip must be collected upon return and will not be allowed to attend **OWLS** on that day.

The children are able to choose from a wide variety of activities:- puzzles, games, computers (for homework), reading, little people play, dress-up,

cooking, art, homework time, scooters, ride-on toys, space hoppers, craft and more... We aim to have a play session outside every day (weather permitting) and in fine weather we spend as much time as possible in the fresh air.

The children can also watch videos and DVDs for short periods, the vast majority of which are rated 'U' or 'A'. Occasionally the film will be rated 'PG' for example: Matilda, Lassie, Mrs. Doubtfire, Cats and Dogs, Toy Story 3.

Children are offered a healthy snack at **OWLS** which is generally served at around 4.00p.m. The snack will usually consist of; ham, sausage, cheese, carrot, cucumber, raisins, bread, pasta/rice, a selection of fruit and a yoghurt or jelly. Each day the children can choose from a selection of drinks; assorted squashes, water and milk shake.

Children who attend extra-curricular clubs are provided with a snack when they arrive at **OWLS**. Children coming from clubs at the Infant school will be escorted to **Owls** by a member of the Infant School staff. Your booking will be charged from the end of the school day, regardless of attendance at extra-curricular clubs.

Operating times	charges
<u>Session 1:</u> End of school – 4.15	£4.25
<u>Session 2:</u> End of school – 5.15	£8.50
<u>Session 3:</u> End of school – 6.15	£12.75

Please note that from 6.15p.m. there is a charge of £10.00 per 15 minutes per child for late collection.

All staff are police checked for their suitability to work with children.

There is always a trained first aider available (but rarely needed!).

The premises and equipment have passed rigorous inspection by Officers of Hertfordshire County Council.

Children are registered at the beginning of a session and must be signed out. They will only be permitted to leave with an authorised person.

Staff are skilled and trained to encourage safe, active play, promote learning and group activities.

EARLY BIRDS and **OWLS** adhere to all school rules and policies. Copies of these policies are available for parents/carers to read.

Bookings for Early Birds and Owls

EARLY BIRDS AND OWLS will charge for all sessions booked except when the reason for absence is due to illness. For children attending extra-curricular clubs, you will be charged from the end of the school day, not from the end of the club. **Bookings are made on a half-termly basis.**

Initial booking enquiries for **EARLY BIRDS AND OWLS** should be made through Mrs. Orviss. *Please do not fill in a booking form without first checking availability.

Repeat bookings: We will check with you at the end of each half term what booking you require for the coming half term. If you wish to amend your booking or cancel, you must inform us before the half term commences either by e-mail, in writing or by text. We will accommodate amended bookings if possible (if there is space).

Payments for Early Birds and Owls accounts

Prices are for the childcare you receive, food is optional and not charged.

Your account will be available to view on School Gateway from the beginning of each half-term where you can monitor your current balance and pay weekly, monthly or half-termly, whatever is convenient for you.

You are required to make payment by the last day of each half-term. Payment can be made in cash, by cheque, voucher or on Gateway (*infant children will be given a junior Gateway log-in). Failure to pay by the due date may result in your booking being suspended or cancelled.

For enquiries regarding booking and billing, please contact Mrs. Orviss.

For queries regarding payment, please contact Mrs. Nicholson or Mrs Orviss.

Child's Name:	
Date of Birth:	Year Group & Class:
Home Address	
<u>Parent/Guardian 1</u> <u>Name:</u> <u>Work Address</u> <u>Mobile No:</u> <u>Work No:</u> <u>E-mail:</u>	<u>Parent/Guardian 2</u> <u>Name:</u> <u>Work Address</u> <u>Mobile No.</u> <u>Work No.</u> <u>E-mail:</u>
<u>Doctor's information</u> <u>Name:</u> <u>Address:</u> <u>Phone Number:</u>	Medical Information e.g. known allergies, asthma etc. (You will need to supply inhalers/epi-pens etc.)
<u>Emergency Contact</u> (Someone we can contact to collect your child, in an emergency, in the event that we cannot contact you). Name: Address: Telephone	Additional Information: e.g. health problems/medical assistance/special dietary needs (including religious observances)

Childs Name:

I would like to book the following sessions for the half term commencing:_____.

	EARLY BIRDS (please tick)	OWLS (PLEASE CIRCLE)
MONDAY		UNTIL 4.15 5.15 6.15
TUESDAY		UNTIL 4.15 5.15 6.15
WEDNESDAY		UNTIL 4.15 5.15 6.15
THURSDAY		UNTIL 4.15 5.15 6.15
FRIDAY		UNTIL 4.15 5.15 6.15

- I have read and understood the information in the Booking Pack.
- I consent to my child receiving medical treatment in an emergency or First Aid as necessary.
- I understand that **Early Birds and OWLS** cannot accept responsibility for children's possessions or valuables whilst they attend the club.
- I give permission for my child/children to watch 'PG' rated films at **OWLS.**
- I understand and agree to the terms upon which my booking is accepted.

Signed:

Print:

Date:

EARLY BIRDS AND OWLS FAQ

How can I pay my account?

Your account will be available to view on School Gateway from the beginning of each half term. You can monitor your balance and pay weekly, monthly or half-termly - whatever is convenient for you. Payment can be made in cash, by cheque, voucher or on Gateway (*infant children will be given a junior Gateway login).

When do the charges go on to my account?

At the beginning of each half term – you should have cleared all charges for the previous half term by the first day of the new half term. If the occasional overlap happens, your account may look surprisingly large. Adjustments for extra time or sickness are made as they occur.

Why, when I pay by voucher, is there a delay in it being credited to my Gateway account?

We receive a notification that a voucher payment is being made from your voucher provider but we cannot credit your account until the monies are received by our bank.

Can I swap to another day this week?

You cannot swap your days. If we have the space, we may be able to accommodate your child on another day but you will be charged for both days.

Can I add an hour to my booking as a one-off?

Yes, you can. We will charge for the next session automatically, if you have not collected by 4.15/5.15. If you know you need the extra session, please try to let us know in advance.

Can I change my booking?

Your booking is for a half-term. You can increase your days/hours if we have space, but you cannot reduce or cancel them. If you choose that your child not attend a booked session, you will still be charged.

Can I drop off early for my child's session at Early Birds?

No you can't. The Early Birds staff are not allowed to let you in. If you do arrive before 7.45, please wait with your child in the entranceway.

What happens if I am delayed and cannot pick up by 6.15?

The latest pick-up time is 6.15 – you will be charged £10.00 per child for every 15 minutes (or part thereof) that you are late.

We recommend that you have a back-up plan – someone who can step-in if the road or rail network is problematic or you are to be delayed for any other reason. You will need to contact us on the day with their details. Obviously, in an emergency we will continue to look after your child but the charges will stand.

Increasingly, parents are 'cutting it fine' for the 6.15 pick-up. If you arrive, even a few minutes late, you will be charged. Our staff are only contracted (paid) until 6.15 – and have their own commitments - so please ensure that you are prompt.