



Headteacher: Mr. S. Pearson



Artsmark
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Earlybirds Club Information

Session Charges and Club Opening Times

Before school
7.30am – 8.45am

Standard fee charged at **£5.00** per session
(includes breakfast)

After school
3.30pm – 5.30pm

Standard fee charged at **£4.50** per hour
(There will be a penalty charge of £10.00 for every 15 mins late)

Payment of Fees

Your bill will be emailed a month in arrears on the last day of the month, **payable by return**. **If your bill is outstanding after one week a £10 administration charge will be applied. If still outstanding after two weeks, your child's place will be withdrawn until the account is brought up to date.** However, this may mean, at times, **two months will be due for payment prior to school holidays.**

Parents are required to book sessions one month in advance, during the last week of the current month.

Please also find attached a Parent Contract for you to read, sign and return, in acceptance of the Terms and Conditions.

Child Care Vouchers

More and more employers are offering their staff Childcare vouchers. Earlybirds are happy to accept these towards the cost of your child's care at Earlybirds. Please ask your employers if they have a scheme in place.

Walmley Junior school will support all children by:

- Promoting a caring, safe and positive environment during the club.
- Parents will be informed if there has been first aid incident or an issue that has been reported by your child.

The Designated Safeguard Lead (DSL) for WJS is Stuart Pearson and Deputy DSL are Sue Smith and Natalie Harris.



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Earlybirds Parent Contract – September 2021

I hereby consent for my child to take up a place at ‘Earlybirds’ according to the terms and conditions set out below.

I agree to pay promptly for bookings I have made on my booking form. I accept that invoices must be settled in full by return.

I have understood the expectations and obligations relating to both myself and the club and agree to abide by them.

I understand that late or non-payment of fees will jeopardise my child’s continued attendance at the club and additional administration charges may be added to my bill.

I understand that my child’s place could be withdrawn for persistent poor behaviour towards staff and their peers.

Vouchers should be activated as soon as you have received your email and should match amount outstanding on statement. Please do not activate vouchers for same amount each month. Payment must match the statement.

I will advise the Manager of any changes to the given information immediately and will inform them of any clubs they are to attend.

I understand that no refund will be given for sickness days. Cancellation of pre-arranged bookings will require two weeks’ notice for there to be no charge.

I give consent for a qualified First Aider to administer any medical treatment, which is urgently required.

I will inform the Manager of any holidays that are booked in term time (at least a month in advance).

I give consent for my child to be included in any photographs, school displays or on the school website

yes /no

Child’s name: _____

Parent/Carer signature: _____

Date: _____