



**Early Bird  
Club**



**Windmills After School  
Club**

## **Parent and Carer Terms & Conditions**

### **Aims and Objectives**

To provide high quality and affordable before school and after school care as part of the extended schools provision. This is designed to support working parents and children from Reception to Year 6. It will be run by experienced and qualified school staff and will be on school premises. The maximum group size is 12.

### **Timings**

Early Bird Club	Monday – Friday 8.00-8.40am
Windmills After School	Tuesday 3.05 – 5.00pm

### **Drop off and collection**

Early Bird children are dropped off at the school's main entrance to join the club. At 8.30am they are taken by staff straight to the playground and go on to their classrooms for 8.40am. Children for Windmills After School Club are taken straight to Sycamores Classroom at 3.05pm or will be sent there at 4.00pm after their regular club by the club leader.

**Children may not be dropped at school before 8.00am or collected any later than 5.00pm.**

### **Registration**

As children are in the care of school staff, there will be no additional registration system. However, parents need to agree to the terms and conditions on page 2.

### **Booking Procedure**

Please complete the termly booking form available for you to print from the school website. Please work out the cost of your booking and return the form to the office. Booking in advance will secure your place. Late bookings can be taken depending on availability.

**Early Bird Club** – a whole session (8.00-8.40am) must be booked, preferably in advance  
**Windmills After School Club** can be booked by the hour 3.05–4.00pm, 4.00–5.00pm or for the whole session (3.05-5.00pm)

This means that children who attend after school activity clubs, which finish at 4.00pm, can access the last hour at Windmills.

**Food and Drink**

Snack time will be between 3.50pm and 4.15pm. Snacks will vary and may include fruit, yoghurts, toast, rice cakes, popcorn, plain biscuits. Sugary snacks and crisps will not be served. Water and milk will be available to drink.

**Activities**

These will vary and there will be a programme planned which is suitable for the ages of the children and the weather conditions/seasons. Activities may include:

- Outdoor play
- Computing
- Board games/jigsaws
- Support with home learning tasks
- Simple cooking
- Arts and crafts
- Lego and active play

**Payment and Refunds**

There is an introductory fee of for the trial period of £3.00 for the first hour (3.05-4.00pm) and £5.00 for the second hour (4.00-5.00pm). This may be subject to change in the future, depending on viability.

Pre-booking and payment is in advance, preferably termly. If you need to book at short notice you can check availability with the school office but there is no guarantee of a place.

There is an introductory fee for the trial period. This may be subject to change.

To qualify for a refund, one full week’s notice will be needed.

**Code of conduct**

The school’s golden rules apply. Children are expected to:

- Show respect for others
- Be kind and gentle
- Look after property
- Listen and keep everyone safe

Children who break the code of conduct will have a warning. Parents may be contacted to work in partnership to address any unacceptable behaviour. In persistent cases or where the wider group is put at risk, parents may need to look for alternative after school care.

\*\*\* I have read and understood the Terms and conditions

Name:

Signed:

Date:

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