

PURLEY CE PRIMARY SCHOOL



TERMS AND CONDITIONS

**7:45 am – 8:40 am
Monday to Friday
Term time only**



**The club is open to all children
attending Purley CE Primary School**

The Early Birds aims are

To provide a caring and supportive environment, where children feel comfortable, relaxed and happy before starting the school day
To help make children more aware of breakfast choices
To create opportunities to support learning (by having a reading corner) and provide a link between home and school
To broaden the contact between home and school
To provide fun activities and games, which will extend their knowledge and develop positive social skills

The Early Birds will provide

A healthy breakfast for the children. E.g. a choice of cereals, toast, brioche or pancakes, with milk or water to drink

A choice of activities: such as puzzles and games, construction eg Lego, polydrons, K'nex, crafts, drawing and Play Doh.

A calm and happy atmosphere, where children can feel relaxed and ready for the day ahead

Early Birds Rules

Access

An adult must escort the children to the door for handover to the Early Birds staff. Handover is at the side door near Owl class. Please ring the blue doorbell.

Punctuality

Early Birds is open from 7:45 am – 8.40 am, Monday – Friday (term time only). Children must not arrive any earlier than 7:45 am as we are unable to supervise children before this. All Early Birds members must arrive between 7.45 – 8.20 am; this is when breakfast is being served.

Unfortunately, we will not be able to serve breakfast to children arriving after 8.20 am.

At the end of Early Birds, the children are dismissed from the hall and they make their own way to their classroom.

If your child cannot attend Early Birds for any reason, please contact the office or report the absence via ParentMail.

Behaviour

Early Birds will operate according to the school policy on behaviour. We expect children and adults to operate in an atmosphere of mutual respect and good manners. Parents / carers will be informed straightaway if there has been a problem and we would ask them to talk to their child. Children, whose behaviour is unacceptable, may risk losing their place at the club.

Dietary restrictions/allergies/medication

All parents / carers will need to state at the time of on-line registration, any dietary restrictions / allergies or medication the child is on. Any children who have a prescribed asthma inhaler and/or auto-injector will need to have one available in school and parents will need to have previously completed the school's 'Request for School to give medicine' form.

Bookings

All bookings will be made through an online system called Childcare Online Booking (CoB) System

- All parents will need to register on-line with CoB before making any bookings.
- It is the parents' responsibility to keep details on the CoB system up to date, e.g. current telephone numbers.
- All sessions requested are subject to availability and will need to be paid for at the time of booking unless paying with Childcare voucher.
- Bookings must be made by 6pm the day before.
- Bookings may be cancelled or changed up to 24 hours before the start of the session.

Fees

The fee includes the adult supervision, breakfast and all activities provided.

Fees are fixed at £6.00 per session per child. Siblings receive a discount of £0.50 per session. The cost does not change depending on the time your child arrives.

Bookings can only be accepted in advance. There will be a maximum of 10 spaces each day, so sessions will be allocated on a first come, first served basis.

Responsibility for payment of all fees or extra charges lies at all times with the person who has made the booking.

Failure to settle any fees may result in school taking action (including legal action) as stated in the schools Charging and Remissions Policy. A copy can be obtained from the school.

Fee Exceptions

- If the school is closed for any reason, i.e. enforced snow closure or industrial action, there will be no charge to the parent.

Childcare Vouchers

- Parents can choose to pay with Childcare Vouchers with prior agreement with the school. The school will require details from the provider in order to register. Bookings will need to be paid for by card until this registration process is complete.
- Childcare Vouchers will be credited to individual accounts only when the funds have been received by the school. Please note, that many Childcare Voucher Providers take up to 14 days to allocate these funds to school. Therefore, please allow 21 days for this credit to be transferred across to your account.
- Current Childcare Providers registered with school are: Care-4, Computershare, Fair Care, Kiddivouchers and Edenred.

How to book?

You can log on to CoB by using the link

<https://purley.childcare-online-booking.co.uk/>. You can access this on any device.

If you wish to watch a video on how to book please click on the link below.

<https://www.youtube.com/watch?v=bKs32IZLJ4>

Early Birds staff

Our club is run by a member of staff. The staff will have a food hygiene certificate as required by law and a First Aid certificate. The Club will be managed by the school.

Learn to love, love to learn