



Caedmon Primary School

Early Bird Terms & Conditions

General:

- The 'Early Bird Club' is open to children attending Caedmon Primary School in Reception through to Year 6 and is run by school staff.
- The provision is open from 8.05am to 8.50am Monday to Friday during term time.
- The provision is limited to 20 children and those places are allocated on a strict 'first come, first served' basis.
- The provision provides sporting activities delivered by a qualified Sports Leader, followed by a small breakfast snack and drink.
- Normal school rules and expectations will apply whilst children are attending the club.

Bookings:

- Bookings must be made on the school booking form available from the school office.
- A registration form must be completed in full. The school must be notified immediately of any change in these details. Children cannot be accepted into the club without a signed form.
- Bookings should preferably be made for the calendar month or no later than one week in advance.
- Please inform the school if you no longer require a place at the Early Bird Club.
- If your child is not attending a session that you have previously booked, please inform the school.
- Under special circumstances, parents may be permitted to swap a session at no additional cost, provided we have places available and the request is made at least a week in advance.

Payment:

- The charge for each session is £1.50 per child, and £1.00 for each sibling. Payments can be made by cash or cheque made payable to 'Caedmon Primary School'.
- Payment must be made in advance of the date of attendance. Payment will not be accepted by staff supervising the club. If payment is not received, children will not be accepted at the club, even if they are a regular member. We reserve the right to withdraw a place.

Cancellation:

- All payments are considered non refundable as provisions are purchased based on the number of bookings received. Refunds will not be given unless there are exceptional circumstances. The decision will be made by the school.

Dietary Needs and Medical Conditions:

- It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
- Children are not permitted to bring their own food to the club, however we will endeavour to support children with specific dietary requirements.

Withdrawing an offer of a place:

- We reserve the right to withdraw a place in the following circumstances:
 - Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
 - Where a child has not attended their booked session for 3 consecutive weeks.
 - Where a payment has not been made in advance and arrears are accumulating, we reserve the right to cancel the booking with immediate effect.
 - The school reserves the right to refuse entry to any participant at their discretion. There will be no appeal or refund.

Dropping off:

- Children must arrive at school via the main entrance.
- The club will not open before 8.05am.
- You will be charged for the whole session, even if you arrive late.

Security & Safeguarding:

- Children will not be able to leave the club unaccompanied at any time.
- The security, health and well-being of our children is paramount.

First Aid/Accidents:

- It is important to realise that at times, when children are playing, accidents can happen. For this reason, we have staff that are qualified in administering first aid.
- Any minor injuries will be dealt with and recorded. The parent/carer will be informed. In case of a more serious accident, the appropriate action will be taken and the parents informed immediately.