**EARLY BIRDS AND LATE OWLS CLUB**

**TERMS AND CONDITIONS**

**STEP 1 – Registration**

* Complete and return a Registration Form for every child who wishes to use either Early Birds or Late Owls.
* Any changes to the information given on the Registration Form **must** be put in writing and returned as soon as they occur.

**STEP 2 – Book and Pay for Sessions**

* Sessions must be booked and paid for in advance on Parentpay.
* The deadline is midnight 4 days in advance of the day you wish to book, for example, book by midnight on Thursday for the Monday session, book by midnight on Friday for the Tuesday session, etc.
* Deadlines **must** be adhered to in order that the sessions are staffed correctly.
* It is also possible to pay by childcare vouchers or by the Government tax-free scheme. Please contact the office.

**PLEASE NOTE:**

* In exceptional circumstances only, extra sessions can be booked up until 12 midday subject to availability BUT must be paid for immediately on Parentpay or at the drop-off/collection point.
* The club will be closed for statutory school holidays and INSET days.
* The school reserves the right to close the club at other times.
* Cancelled sessions will only be credited if cancelled BEFORE the booking deadline for those sessions.
* No refunds will be given if a child is sick or unable to attend a booked session. However, absence due to long-term sickness (more than five consecutive days) can be refunded.
* The club reserves the right to withdraw provision in the event that fees are not paid.