



Byfleet Primary School Childcare



Early Birds and Night owls Wrap Around Childcare



Information, Fees, Terms and Conditions



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The Before School & After School Childcare

The before and after school club is called Early Birds & Nights Owls and is to provide out-of-school hours childcare for our parents/carers. It provides a range of stimulating, fun, enjoyable and creative activities in a safe environment. Encouraging children to develop friendships between age groups and work together cooperatively.

Early Birds & Night Owls childcare facility is managed by Byfleet Primary School. It is open to children of Byfleet Primary School. Early Birds and Night Owls is staffed by playworkers who are employees of the school, meaning there is a continuation of care from the end of the school day through to after school, following the same school procedures your child is familiar with. From time to time, other school staff may assist e.g. to provide cover for staff absences.

Timings & Fees

Early Birds

- **Early Birds** - before school from 07.30am to 8.35am Monday to Friday.
- Early Birds Session: £5.50 (breakfast provided e.g. cereal, toast, drink)

Night Owls*

- **Night Owls**- after school from 15.15pm -17.30pm Monday to Friday.
- Night Owls Session: £9.90 (snack provided e.g crumpets, cheese & crackers, sandwiches)
- A late fee of £10 will apply per child collected late after 17:30 pm until 17:45 pm.
- * Night owls do not operate on the last day of term when school finishes at 1pm.

- **Late booking fee of £10 will be applied in addition to the session fee, for bookings made later than 48 hours prior to a session.**
- **Refunds will not be given for non-attendance.**

Is there an enrolment fee?

Unlike many other childcare providers, we currently do not charge an enrolment fee.

Location:

Early Birds and Night Owls is located in The Hive Room, in the external outside building. You may contact Early Birds/ Night Owls directly (during operational hours only) on 07391 557456. In the unlikely event of The Hive room being out of use for any reason, the school will endeavour to operate Early Birds/Night Owls in an alternative venue within the school. If the school is forced to close for any reason, Early Birds/Night Owls will also close and a message will be posted on the school website. For all enquiries, please e-mail: asc@byfleet.surrey.sch.uk .

How to Book Early Birds and Night Owls

Parents/Carers are required to complete an Early Birds and Night Owls [Registration Form](#).

After successful registration, bookings can be made via your child's SCOPAY account

- Parents/Carers are to make their own bookings on your child's SCOPAY account.
- Bookings must be made no later than 48 hours in advance. Places are limited.
- You can book as many sessions as you need at a time, depending on how far in advance you know your childcare needs.



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How do I pay for Early Birds and Night Owls?

Please make sure that your SCOPAY account is credited with enough funds prior to making your session bookings. You will not be able to make bookings unless your account is in credit.

Childcare Vouchers

Our childcare is currently registered to receive childcare vouchers from the following schemes; Enderred, National Savings and Tax Free Childcare. Please email confirmation of your payment from your provider to asc@byfleet.surrey.sch.uk stating clearly how much of the payment is for Early Birds and/or how much is for Night Owls. The funds will then be credited to your child's Scopay' account, ready for you to make your bookings.

Can I make changes to my child's Early Birds and Night Owls Bookings?

Yes, you can make changes, or cancel bookings on your child's SCOPAY account. Cancellations later than 48 hours prior to a session will not be refunded.

If a booking has not been made and a child arrives at Early Birds in the morning, staff will unfortunately not be able to accommodate this for safety reasons due to staffing ratios.

Early Birds Additional Information

Where do I take my child for Early Birds?

Entry to Early Birds/Night Owls is via the main gate to the school from 7:30am. Staff will be alerted to your arrival by pressing the buzzer on the gate. Parents/Carers are required to bring their child/ren around to the Early Birds club side gate to sign in and hand over to a member of staff to ensure tight safeguarding.

If you arrive early please do not enter the school site before 7.30am and please supervise your child until dropped off to a member of staff at Early Birds. We cannot accept responsibility for your child until they have been signed in.

If a parent/carers is buzzed in, we kindly request that no other visitors/parents/carers/members of the public gain access to the school premises (also known as piggy-backing), by asking that the gate be closed behind you. This will allow us to safeguard our children by only allowing identified adults on site.

Non-attendance at Early Birds is not followed up. Refunds will not be given for non-attendance.

Night Owls Additional Information

How does my child get to Night Owls?

Please remind your child each morning that they are booked into Night Owls. At 15.15pm the children will be taken to Night Owls from the classrooms by a member of staff. On arrival at Night Owls, a member of staff will record the child's attendance in the daily register. If your child will not be attending Night Owls for any reason it is imperative that the school is made aware.

Departure from Night Owls

Please collect your child from The Hive room (external building, located in the school playground.). When collecting your child, please press the Early Birds and Night Owls buzzer at the main gate and upon arrival sign your child out on the register. Due to safeguarding, it is imperative that you sign your child out of Night Owls correctly. Please print your name and state the exact time that you collect your child. Children are not permitted to walk home from Night Owls unaccompanied. If anyone other than the parent will be collecting your child/ren you must inform Night Owls in advance, (they must be 16 years or over).



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In the event that someone else should arrive without prior knowledge, Night Owls staff will telephone the parent/carer immediately for permission to release your child into their care and they must be able to provide the Unique code word. Please email asc@byfleet.surrey.sch.uk or telephone the main school office on 01932 403116 (operated until 15.30pm). Alternative telephone Night Owls directly on 07391 557456 during their operating hours (15.15pm-17.30pm) or email asc@byfleet.surrey.sch.uk.

Late Pick-ups from Night Owls and Late Collection Charges

Please notify Night Owls by ringing the mobile number **07391 557456** if you are unable to pick up your child on time. We understand that there will be the occasional unavoidable emergencies, however it is the parents/carers responsibility to ensure their child/ren are collected on time.

A late fee of £10 will apply per child from 17:30 pm until 17:45 pm. The parent will be expected to pay this fine via our Scopay (Tucasi) system within 48 hours. Failure to do so may result in no future bookings being able to be made. It becomes a safeguarding concern where a child/ren are not collected promptly by 5.30pm and a record is kept. If you are regularly late in collecting your child/ren, we may suggest that you seek alternative, more flexible childcare arrangements.

Behaviour

Early Birds/Night Owls prides itself on a happy atmosphere where all children feel safe. Early Birds/Night Owls follow the behaviour policy of Byfleet Primary School and children who are not able to follow this policy may be excluded from Early Birds/Night Owls for a short period or permanently.

As Early Birds/Night Owls do not run during the statutory school day, we have the right to revoke any booking for individual children if their behaviour becomes a barrier or safeguarding risk to those attending or running this provision. Where possible, if staff feel they are unable to provide the necessary level of care for a child due to their individual circumstances, the school will initiate a discussion with parents/carers to suggest a double payment, to allow the allocation of an additional adult to work 1-1 with the child.

Complaints

Early Birds/Night Owls follows the Byfleet Primary School Complaints Policy which can be found on the school website. Complaints will be taken seriously and investigated in accordance with the policy. Threatening or aggressive behaviour from parents, carers or children will not be tolerated and could result in a termination of the contract.

It is our policy that everyone who attends, works in or visits Byfleet Primary School are expected to conduct themselves in a manner that is mindful of the presence of children. In the event of a concern or complaint, please speak to a member of staff or escalate your issue through the school office by emailing admin@byfleet.surrey.sch.uk

GDPR

Early Birds/Night Owls follows the Byfleet Primary School Data Protection Policy and complies with the current GDPR regulations.

Related Whole School Policies

Early Birds and Night Owls is an extension of the school, all school policies apply to the running of this provision. Particular policies to be noted:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid Policy.
- Online safety policy.



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Please note:

Byfleet Primary School reserves the right to amend the terms/conditions including session, registration and late fees at any time.