



# TENTERDEN PRIMARY FEDERATION

## EARLYBIRD CLUB 2023/2024

Dear Parents

The Earlybird Club will be running at Tenterden Infant School again for pupils from both the Infant and Junior Schools.

Children can arrive at 8.00am for a session of fun play and craft activities. Children will then be taken to their class or to the Junior School in time for the beginning of the school day.

The current cost per child per morning is **£2.50**  
Terms and conditions are attached.

Please fill out the attached slip and return to the school office circling the days you would like your child/children to attend as soon as possible. Spaces are limited and will be allocated in a first come first served basis. You will then be contacted to confirm your place at which point payment will be required for the term.

A new form requesting your requirements and confirming current contact details should be filled out at the beginning of each school year. **Payment for each new term is required at the beginning of each term.**

If you have any further questions regarding the club, please do not hesitate to speak to us.

Earlybird Club

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### **Earlybird Club – session request slip**

Child/children's name(s) ..... Class .....

Days to attend:        Monday / Tuesday / Wednesday / Thursday / Friday

(Please circle day(s) required)

I agree to the terms and conditions for attendance at the Earlybird Club.

Parent signature ..... Print name .....

Contact Tel No ..... Date .....

## Earlybird Club – Information for parents

Welcome to the Earlybird Club, a games and activity club for children who like to have a fun start to the day.

We have some essential information for you which will help with the smooth running of the Club.

- This Club is run on a daily basis and is thus primarily for children who wish to attend on a regular basis.
- The cost is payable termly in advance. Payment should be made to the Infant School office in a named envelope with days to be attended written on the front. There will be no refund for the days booked but not attended as members of staff are employed for those days.
- Children can take part for the occasional single day when specific circumstances require this, with two days' notice, if there is a space on that day. Payment must be in advance and a request slip must be filled in, these should be placed in a named envelope and given into the school office.
- Two weeks written notice needs to be given for cancellation of a place.
- Children should be dropped off at the front gate of the Infant School where you will be greeted by a member of the Earlybird Staff. This must be between 8.00am and 8.05am. After this time parents will need to ring and wait for a Staff member to let them in.
- The Junior School children will be escorted to the Junior school by a member of the Earlybird or Junior School Staff in time for the beginning of the school day and the Infant School children will be taken to their classroom by 8.45am.
- Children are expected to behave according to the school rules at all times.
- Non-payment in advance will lead to the termination of the place.
- Parents must **NOT** park in the staff car park as all spaces are needed for members of staff arriving for work .

Methods of payment accepted:

- Cheque (Payable to Tenterden Schools Trust) or cash paid to Infants school office.
- By Tax Free Childcare Vouchers – HM Government. School reference: Tenterden Infant School URN 143787
- Tenterden Infant and Junior School pupils can pay using the ScoPay account. (Full payment will be required for the whole term).
- If you are a Trust member then you are entitled to 10% discount.