



Plymouth Cast Academy Trust
St. Joseph's Catholic Primary School

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EARLY BIRDS AND LATE OWLS CLUB

TERMS AND CONDITIONS 2018/19

STEP 1 – Registration

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

STEP 2 – Booking and Paying for Sessions

- Sessions **must be booked in advance and paid for at the same time**. Deadlines are specified on the Booking Form and **must** be adhered to, to ensure the sessions are staffed correctly.

Parents/carers **book and pay** by either:

- **Completing a paper copy** of the Booking Form and returning it to the office **with full payment** by the deadline specified on the paper copy. Payment can be made by cash or cheque made payable to St Joseph's School. It is also possible to pay by childcare vouchers when choosing this booking method.

or

- **Booking sessions online** using **parentpay** and **making full payment** for the sessions at the same time using a debit card. This **must** also be done by the deadline specified on the paper copy. It is also possible to pay by childcare vouchers when choosing this booking method.

We are registered with the following childcare voucher companies:

- Busybees Benefits; Computershare; Co-operative; Edenred; Fideliti; Kiddivouchers; Apple

PLEASE ALSO NOTE:

- In **exceptional** circumstances, extra sessions can be booked up until 12.00 noon subject to availability **BUT must be paid for at the drop off or collection point**.
- The club will be **closed for statutory school holidays and INSET days**.
- The club **reserves the right to close the club at other times**.
- Cancelled sessions will only be credited if **cancelled BEFORE the weekly deadline**.
- 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**.

PLEASE SEE OVER FOR BOOKING FORM ...