



Duke of Norfolk CE Primary School
Early Birds and Night Owls
Registration Pack

Please read the information, complete the registration forms and return to the
School office.

Many thanks

Welcome to Early Birds and Night Owls at Duke of Norfolk CE Primary School. The following information is to assist the registration of your child, please read it carefully and keep for future reference.

Registration

Only children that have completed the registration forms will be able to attend.

Opening times

- Early Birds – 7.30am until 8.50am
- Night Owls – 3.10pm – 5.45pm

Fees and Payments

- Early Birds - £5.50 per child per session
- Night Owls - £8.50 per child per session

Late pickup after 5.45pm is charged at £5 per child per 15 minutes (or part thereof)

Children that attract additional funding and are identified as “Pupil Premium” may be charged at a reduced rate of £1.50 per child per session from September 2024 onwards.

Fees must be payable in advance preferably via ParentPay. Unfortunately, arrears may result in your child being unable to attend the club.

All sessions booked are payable even if your child does not attend unless the absence is due to illness and we have been informed in advance.

Please inform school as soon as possible if you are using an approved Childcare Voucher scheme to pay the fees to enable the office to set up the account.

Included within the fee, children will be given a healthy breakfast at Early Birds and a healthy snack at Night Owls. Please provide information about any food allergies or intolerances on the Registration form.

Bookings

Please complete the sessions required on the registration form. We understand that sessions may be subject to change. In this event, please contact school for availability in advance of the proposed change.

Collecting your child

Children need to be collected from Night Owls by 5.45pm at the latest. If you collect your child after this time, there will be an additional charge of £5 per 15 minutes. Frequent late collections will result in the loss of your child's place.

Please provide written details of who will be collecting your child from Night Owls on the registration form, as we will not allow your child to leave school with someone who is unknown to us.

Notice Period

If you no longer require a place or wish to reduce the number of sessions, please give 2 weeks notice.



Duke of Norfolk CE Primary School

Early Birds and Night Owls

Registration Form

Please complete one booking form per child and return to school as soon as possible

Name of child _____

Date of birth _____

Address _____

Parent/Carer contact 1;

Name _____

Relationship to child _____

Contact number(s) _____

Parent/Carer 2;

Name _____

Relationship to child _____

Contact number(s) _____

Other contacts in case of an emergency

Please give details of any medical conditions, allergies or dietary requirements for your child _____

Your child's class teacher _____

Who will be collecting your child from Night Owls?

1 _____

2 _____

Please notify school as soon possible if someone different is collecting your child, we will not allow your child to leave school with an unknown person.

Which sessions do you require?

Early Birds 7.30am – 8.50am				
Monday	Tuesday	Wednesday	Thursday	Friday

Night Owls 3.10pm – 5.45pm				
Monday	Tuesday	Wednesday	Thursday	Friday

We understand that sessions may be subject to change. In this event, please contact school for availability in advance of the proposed change.

Fees must be paid in advance. Unfortunately, arrears may result in your child being unable to attend the club.

Please sign below to confirm that you have read and understood the conditions outlined in this Registration Pack.

Signature _____ Date _____