Term-time Booking Information and Terms

Opening Times & Fees

We open every day before and after school for children attending Oxon School, for regular and occasional places, from one to five days a week. For Fees per day please see the website for your local Earlyworld Kids Club. Fees are reviewed when costs change, normally annually. For two children, 10% discount is deducted from the eldest child's fees when a brother or sister attends the same session.

For Holiday booking information please refer to separate Holiday Booking Information.

Regular Place Registration and Booking

Simply call us to check when a place is available, then complete the enclosed Term-time Registration & Booking Form and return it to us. We will advise you when a place is available. You can then book the place by sending a £15 registration fee. After School places are in great demand, so if you may need a place please enquire 1 or 2 terms in advance to avoid disappointment. The £15 fee covers our administration costs and is non-refundable. If a place is not yet available, we can add your child's name to our waiting list.

Short Sessions

Availability is limited, bookings for full sessions take priority, and once booked can only be guaranteed for one term. Late collection after 4.30pm will result in the full session being charged.

Occasional Place Registration and Booking

Registering with us is simple and quick – you can register with us by completing our Term-time Registration & Booking form and an 'All About Me' form, then return them to us and make payment of the £15 registration fee. The £15 fee covers our administration costs and is non-refundable. Then book your occasional place the day before, subject to availability, whenever you need it.

Our booking system is very flexible to meet your changing needs. Visit or phone us to check that a place is available on the particular days that you need. Occasional sessions may be booked in advance and we will also take next day bookings to help you with any last minute changes of plans, subject to places being available; priority is given to regular places and then to children who have previously attended; remaining places are then available on a first-come first-served basis.

Absence

If your child is going to be absent for any reason, including whether ill at home or taken ill at school, it is important that parents contact us as well as the school. Daily registers for after school collection are produced in advance so that your child's teacher knows whom he or she should be leaving with. Unfortunately, booked sessions cannot be refunded as we still have to meet our full staffing and running costs.

Changes, cancellations and extra sessions

To change or cancel a booked place the minimum notice below is required, or full payment will apply, as our staff costs are not reduced;

- Regular place - 4 weeks written notice
- Occasional place - 48 hours notice
- Extra days may be booked at shorter notice

Payment

- Regular place - payment is by Direct Debit for your convenience, paid on the first working day of the month to which it relates;
- Occasional places - payment is by credit or debit card or bank transfer at time of booking.

We also accept childcare vouchers and tax free childcare. For regular places, if received by the 20th of the month will be credited against the next month's invoice, if received after this date will be credited the following month. We do not take cash on the premises for security reasons. We reserve the right to make additional charges for non-payment of fees, or for late collection beyond the booked session time or our opening hours.

Peace of mind for parents

Earlyworld is Ofsted-registered and inspected unlike many alternatives. We have high safety standards covering child protection, toys, games and equipment and has full public liability insurance. Every care is taken to prevent accidents but should any accident occur parents will be informed and will be required to sign an accident form. Staff qualified in first aid are always on the premises.

We encourage children to respect one another and the environment. Any unacceptable behaviour is challenged, discussed and better behaviour encouraged.. If difficulties continue, we arrive at solutions jointly with parents but, as a last resort, we have to reserve the right to exclude a child if their persistent poor behaviour affects the safety or well-being of other children.

We will provide an 'All About Me' form for you to complete before your child attends, for any health information including any SEND assessments/details. We are happy to trial sessions for SEND children but cannot provide 1:1. We will ask for names of contacts in an emergency. If illnesses or accidents require hospital treatment, all attempts will be made to contact parents, but failing this, Earlyworld requires consent to act on behalf of parents and authorise necessary medical treatment.

Earlyworld is run independently from Oxon Primary School. Our building is in Oxon Primary School grounds, Racecourse Lane, Shrewsbury, SY3 5BJ Tel. 01743 363310