Early Birds & Night Owls Club

(EBNOC)



HANDBOOK

Revised & updated June 2022

**Early Birds & Night Owls Club (EBNOC) are a childcare provision run by St. Wilfrid’s Primary School. We are a friendly team who offer wrap around care for children who attend both Pre-School and School from age 2 to 11 years old (Subject to availability for 2year olds).**

***Meet the Staff***

*Mrs Donna Burston – EBNOC Manager*

*BSc (Hons) and PGCE – Sports Studies and Physical Education – Qualified Teacher.*

*Level 3 Personal Trainer.*

Donna has worked at Mid-Cheshire college as a lecturer and course leader in Sports Science and runs her own fitness company. She is also a Community Fitness Instructor with Brio Leisure and for various other organisations and assists in running and coaching events for Greenbank Community Hub, Transition Northwich and Retain Wellbeing. Donna has also run Holiday Clubs for the past 15 years in the local area for ages 4-12. She has also been a Soccer coach in Americaand isFirst Aid trained.

*Mrs Alex Apanasionok – Playworker*

Alex also works in FS2 and has many skills which she transfers to her role in EBNOC including baking, arts & crafts. She has been a part of the EBNOC team for over five years and is First Aid trained.

*Mrs Clare Ackerley - Playworker*

*NVQ Level 1 in Childrens Learning, Care and Development*

Clare has been part of the EBNOC team for the past few years, she also works as a Midday Assistant in both Pre-school and school and is First Aid trained.

Ms Rachel Thompson – Playworker, First Aid trained and has been a Mid-day Assistant for 8 years.

***Early Birds***

We open to pupils from 7.30am each morning during term time

During this short session we offer a variety of activities for the children including colouring, games and Mini Me Yoga.

At the end of the Early Birds session, 8.30am for school and 9am for Pre-school, staff will ensure your child arrives to their class for the start of the school day. Pre-school children are taken to the hall by Donna and Rachel for story-time and games until their session begins in Pre-school at 9am.

***Night Owls***

The Night Owls session begins at the end of the school day in the hall with registration at 3pm. Pre-school children remain in the Pre-school area until 3.15pm until they are handed over by pre-school staff. All the children are offered a healthy snack in the Pre-school room following registration.

Snack includes:

* Rich Tea/Digestive biscuits
* Cheese & Crackers
* Breadsticks
* Fresh Fruit
* Milk or Water
* Warm Cocoa (Autumn/Winter Term)

If your child attends Night Owls for the full session you are welcome to send in a packed tea which we will store in the EBNOC fridge until the end of the school day.

There is plenty of opportunity for free play alongside many activities on offer such as craft, sewing, baking, colouring, small world play, outdoor games and more.

Children will be signed out by EBNOC staff. If anyone other than the designated person stated on the enrolment form will be collecting your child from Night Owls, it is your responsibility to inform either Mrs Burston or the school office at your earliest convenience. EBNOC staff will not allow a child to be taken from the setting by another adult without parental consent.

***Enrolment forms***

Before your child can attend an Early Bird or Night Owl session an enrolment form must be completed and handed into the school office or EBNOC reception. The pack includes:

* Child registration details including three emergency contacts information.
* Photograph permission – for the school website, local press and the CLOSED Early Birds & Night Owls Facebook page. Parents can send a request to join the page which provides regular updates, news and photographs of what we have been doing in EBNOC. Please note only parents and carers will be allowed access to this page; it is not open to friends and relatives.
* Home-EBNOC Agreement form – to help support positive behaviour whilst in the out of hours provisions.
* Medical Information – especially if your child had any allergies/intolerances or medical conditions we need to be aware of including any medicines required.

***Contact Details***

Mrs Donna Burston – EBNOC mobile 07843 887930 (Monday – Friday 7.30am to 6pm)

School Office – [admin@st-wilfrids.cheshire.sch.uk](mailto:admin@st-wilfrids.cheshire.sch.uk) Telephone – 01606 663630

***Booking Sessions***

Bookings are to be made online, in advance via School Gateway. Parents/carers are required to book the session(s) and times required, with payment being made in advance or at the time of booking. Outstanding additional fees need to be paid before further bookings can be made. St. Wilfrid’s School on behalf of EBNOC reserves the right to take legal action to recover unpaid fees. Under the new system all cancellations and no shows will not be refunded, however, if your child is absent from school due to illness your account will be credited.

***You must book all sessions in advance otherwise your child may not be able to attend any of the services due to staff availability. Late bookings can be made only for extenuating circumstances.***

***Opening Times and Fees***

Early Birds 7.30am – 8.30am (9am for Pre-school)

Night Owls 3.00pm – 6.00pm

Half Hour Line – 3.00pm – 3.30pm

|  |  |  |  |
| --- | --- | --- | --- |
| Early Birds | 7.30am – 9am | £6.00 | Third Child £3.00 |
| Night Owls | 3pm – 4.15pm | £6.00 | £3.00 |
| Night Owls | 3pm – 5.15pm | £10.00 | £5.00 |
| Night Owls | 3pm – 6pm | £12.00 | £6.00 |
| Half Hour Line | 3pm – 3.30pm | £3.00 |  |

***Half Hour Line***

This facility is offered from 3pm – 3.30pm. The session must be booked and paid for using the Gateway system. If your child is not collected by 3.30pm they will be placed on the Night Owls register and charged for a full hour session.

***Late Collection***

Night Owls closes at 6pm prompt, any child collected after 6pm will incur a further penalty charge of £6.00. If a late collection happens on more than one occasion the facility may be withdrawn. Should there be a legitimate reason for a late collection please contact the school office before 4pm or Mrs Burston on the EBNOC mobile after 4pm.

***Inset Days***

Subject to demand we will offer the facility on school Inset days from 8am – 6pm with half day sessions available. There is a requirement of 5 children per day for the club to be viable. Parents are given plenty of notice regarding inset days for other arrangements to be made if we do not open. The clubs will be advertised on the school website, closed Facebook page and the EBNOC monthly newsletter. There are deadlines for booking children onto the clubs due to staffing.

The children will be required to bring a packed lunch; snacks and drinks will be provided by the staff throughout the day.

Children are allowed to bring their own bicycles, scooters, toys and games; however, staff will not be liable for any loss or damage to personal belongings. Electronic devices are not permitted. It is at the managers’ discretion to refuse certain toys and games depending upon their suitability. Equipment will then be confiscated and handed back to parents on collection. Parental co-operation is essential to ensure Safeguarding for all.

***Charges***

|  |  |  |
| --- | --- | --- |
| 8am – 1pm | £15.00 | Third Child £7.50 |
| 1pm – 6pm | £15.00 | £7.50 |
| 8am – 6pm | £26.00 | £13.00 |

***Payments are non-refundable***

***School/EBNOC Rules and Behaviour***

Early Birds and Night Owls are expected to follow the school rules which were set out in consultation with the children. These are promoted and reinforced in a consistent manner throughout all aspects of school life. They are on display throughout the school and in EBNOC reception.

Children are expected to be polite and respectful to both adults and children. Issues with behaviour will be dealt with as necessary, any serious issues may result in a withdrawal from the club. Parents/Guardians and children to read the Home-EBNOC agreement form that is attached to the EBNOC Enrolment form.

***Policies and Procedures***

All documents in place for EBNOC are in line with the school’s policies and procedures. They can be viewed on the school website or by request from the school office. Some of the procedures have been adapted to reflect the structure of EBNOC.

[www.st-wilfrids.cheshire.sch.uk](http://www.st-wilfrids.cheshire.sch.uk)

***Outings***

In the event of a planned outing the staff to child ratio is as follows:

* Pre-school 1:4
* Under 8’s 1:8
* Over 8’s 1:10

A risk assessment will be carried out prior to any outings.

Parents will be required to give written permission for their child to take part in any outings.

Children will remain under close supervision at all times.

A First Aid kit and contact information will be carried at all times.

A register will be taken on departure and arrival back at the setting with regular headcounts taken for the duration of the outing.

Children aged 2 will not be taken on outings due to staffing ratios.

***Complaints and Concerns***

Any complaints or concerns will be recorded in the EBNOC complaints log book. Please do not hesitate to contact Mrs Burston or the school office if you require any further information.

***And finally….***

We hope that your child enjoys their time in both Early Birds & Night Owls. Mrs Burston and the EBNOC team are always on hand should you need to ask any questions.