

February 2026

WELCOME TO EARLY BIRDS AND TEATIME TIGERS CLUB

Dear Parents & Carers:

In order to use our EBB/TTT your child will need to be registered with us. Please note that children can only join the Breakfast or After School Club once they have started school on a full-time basis

We kindly ask you to complete the attached registration and booking forms and return them to us as soon as possible by either emailing them to ebttt@dovers-green.surrey.sch.uk or by handing them in at the School Office.

As our clubs are in high demand, places are allocated on a first come, first served basis. To secure a spot for your child, we encourage you to return the forms promptly, along with the £10 registration fee.

Please note that the registration fee should **only** be paid by bank transfer. Details for the transaction will be provided via email once we receive the registration form.

Once your child is allocated a place in the club, we will issue you with an online access letter containing your log-in details for our online booking system, Scopay.

Payments can be made by Scopay (our online payment system), or childcare vouchers (this is through your childcare voucher account not scopay).

At Dovers Green School, we offer two options for the extended clubs:

1. **Fixed sessions:** your preferences will be set every half-term. By a certain deadline you will be able to check, amend and make the payment. After the deadline, amendments, credit or refunds will be issued when at least one week's notice is given. Payment for regular sessions must be made in advance on a half-termly basis, by the deadlines detailed on the booking form.
2. **Ad-hocs:** Once the deadline has closed for fixed sessions, ad-hocs will be opened for registered children. Ad-hocs need to be booked through Scopay and sessions will vary according to availability. NB: you will be asked to have a positive balance on your account before you are able to book one of the ad-hoc sessions. Bookings can be made up to: 7:30 am on the day for an Early Birds session; 1:30 pm on the day for a Teatime Tigers session. Credit or refunds will be issued when at least one week's notice is given for any cancellation.

Any changes to your original fixed preferences should be made via Jessica Gigena in the School Office on **01737 245515 Option 3** or ebttt@dovers-green.surrey.sch.uk.

Should you have any concerns regarding payment, please do not hesitate to contact me to discuss alternative arrangements.

Yours sincerely



Jessica Gigena
Extended School Admin Manager

Ms Nicki Starling – Headteacher
Dovers Green School, Rushetts Road, Reigate, Surrey, RH2 7RF Tel: 01737 245 515
Email: info@dovers-green.surrey.sch.uk www.dovers-green.surrey.sch.uk
J/School Office/Forms & Logs/Headed Paper

Registration form

The clubs can take a maximum of 40 children in Breakfast Club and 40 children in After School Club and run every day during term time except when school is closed for training days. Early Birds Breakfast Club and Teatime Tigers After School Club are located on-site and provide a safe, friendly and happy environment for the children. You can book either on a regular or occasional basis (on days where there is not a waiting list), but **payments are essential to guarantee your place.**

Early Birds Breakfast Club is open from 7.45 a.m. and **breakfast is served until 8.15am.** Children can then opt to participate in a variety of activities before starting their school day.

At the end of the day children are collected from their class and taken to Teatime Tigers club where they have access to a range of books, games, toys and a laptop. Children can play outside or choose to take part in craft or cooking activities. A healthy snack is offered around 3.30 pm and around 5pm is tea-time where they have a filled sandwich, wrap or bagel served with fresh fruit or veg. Children can be collected any time up to 6pm. Late pick-ups will incur a charge of £5 for every 5 minutes after 6pm. If you are persistently late, we may have to review your child's place in the club.

The ethos of both clubs is conducive to that of the school where sharing and learning together are promoted. The values of honesty, tolerance and courteousness and the respect of others, their surroundings and the environment is expected and reinforced.

Times and Prices

A one off registration fee of £10.00 per family covering both clubs

Fixed-Term Bookings:

Early Birds Breakfast Club

7.45 a.m. - 8.45 a.m. Fee: £5.50 per session

Teatime Tigers After School Club

3.05 p.m. - 6.00 p.m. Fee: £12.00per session

Ad Hoc Bookings

Early Birds Breakfast Club

7.45 a.m. - 8.45 a.m. Fee: £6.50 per session

Teatime Tigers After School Club

3.05 p.m. - 6.00 p.m. Fee: £13.00per session

Ms Nicki Starling – Headteacher

Dovers Green School, Rushetts Road, Reigate, Surrey, RH2 7RF Tel: 01737 245 515

Email: info@dovers-green.surrey.sch.uk www.dovers-green.surrey.sch.uk

J/School Office/Forms & Logs/Headed Paper

Please return forms together with £10 registration
Office Only: Date Time.....



**EARLY BIRDS AND TEATIME TIGERS BEFORE AND AFTER SCHOOL CLUB
BOOKING FORM**



Child's Name: Class..... Year.....

Details of any dietary requirements

Details of any medication/medical condition:

Details of any allergies:

PIN number required for TTT collection (4 digits) _ _ _ _

Session preferences Fixed-Term Bookings Only

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
EBB (AM)					
TTT (PM)					

Please note children cannot start Breakfast or After School Club until they have started school on a full-time basis.

Deadline for bookings and payments for each half term:

Half Term	Deadline Payment:
Spring 2 (Feb-Mar)	Monday 9th February 2026
Summer 1 (Apr-May)	Monday 23rd March 2026
Summer 2 (Jun-July)	Monday 18th May 2026

Please state payment method (tick as appropriate)

Pay online using Scopay Childcare Vouchers

Name of provider.....

Reference Number

Parent/Carer name.....Parent/Carer signature.....

Parent/Carer contact telephone number.....

Parent/Carer email address.....

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Early Birds Breakfast and Teatime Tigers Club – Terms and Conditions 2026



- All children must be registered prior to attending the Early Birds Breakfast or Teatime Tigers Club. A registration form must be completed in full, and a £10 registration fee is required before a place can be confirmed.
- Early Birds Breakfast and Teatime Tigers Club is only available for children who attend school full time.
- Both clubs have a maximum of 40 places. To ensure we maintain the correct adult-to-child ratio, places are allocated on a first come, first served basis.
- A 4-digit PIN is required for anyone collecting your child, for safeguarding purposes.
- Absences due to illness will only be credited if the illness lasts for 5 or more consecutive school days.
- Parents/Guardians must ensure that the School Office has up-to-date contact, dietary, and medical information at all times.
- If your child requires a place at Teatime Tigers Club after attending another club within Dovers Green School, the full charge of £12.00 will still apply.
- Children can be collected any time up to 6pm. Late pick-ups will incur a charge of £5 for every 5 minutes after 6pm. If you are persistently late, we may have to review your child's place in the club.

Fixed-Term Bookings

- Credit or refunds will be issued when at least one week's notice is given for any cancellation within a fixed-term block.
- Payments must be made using our online booking system via Scopay by the stated deadline. If payment is not received by the deadline, we will be unable to hold your child's place and it may be offered to another child.
- Childcare vouchers are accepted; however, these must be submitted at least 3 days in advance of the deadline.

Ad Hoc Bookings

- Payments must be made using our online booking system via Scopay.
- Bookings can be made up to:
7:30 am on the day for an Early Birds session;
1:30 pm on the day for a Teatime Tigers session.
- Credit or refunds will be issued when at least one week's notice is given for any cancellation.

Child's Name: Class: Year

- I confirm I have read and agreed to the Terms and Conditions
- I confirm that I have paid the £10.00 registration fee by bank transfer

Parent/Guardian Signature: Date:

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