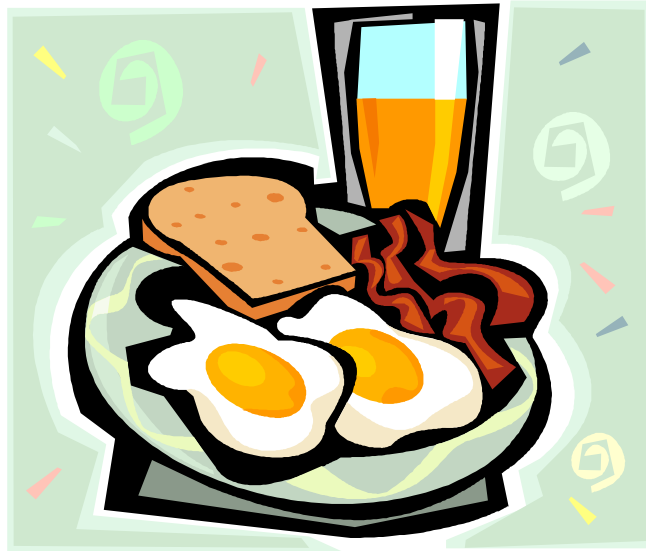


Breakfast Club



This information booklet is designed to tell parents all they need to know about the Breakfast Club and how to register their child in the Club.

It includes:

- Aims of the Breakfast Club
- Terms and Conditions –
 - o Parent copy to keep
 - o School copy to be signed, dated and returned to school
- General Information
- Registration Form – Health Allergy
- Registration Form

Ropsley C of E Primary School Breakfast Club

Terms and Conditions

(PARENT COPY)

Our Aims

We aim to provide a high quality Breakfast Club which meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

Child's Health

Parents must inform the Breakfast Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the Breakfast Club if unwell.

Parents Authority

Parents authorise the Breakfast Club to take all necessary action to safeguard and promote the welfare of the child.

Parental Support

Parents are expected to give their support and encouragement to the aims of the Breakfast Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Loss of Property

The Breakfast Club will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

Entry to Ropsley C of E Primary School Breakfast Club

Registration

Once a registration form has been completed and returned to us your child will be registered to attend the Breakfast Club. To book sessions, please complete a Booking Form (enclosed) indicating which sessions your child will be attending and return to the Breakfast Club Supervisors.

Fees

Notice of any changes to fees will be given in writing as soon as practicable.

Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher.

If any fees remain outstanding one working week from becoming due you will receive a verbal reminder. If fees remain outstanding one working week from the verbal notice, a written reminder will be issued. If fees still remain outstanding after the written warning your child's place will be withdrawn.

The fees are as follows:

The cost of each session is £3.50

Payment of Fees

Parents may choose to pay in several ways; you may give cash to one of the Breakfast Club Supervisors, pay by cheque in advance either at the club or to the school office, in addition Parentpay (which will allow parents to pay online) will soon be available too. Cheques should be made payable to Lincolnshire County Council (LCC) please.

Cancellation

If parents do not wish their child to attend a session they must notify the Breakfast Club Supervisors as soon as possible, using the school answerphone system on 01476 585379. Please note that fees will not be waived through absence i.e. holiday.

Removal from the Breakfast Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the Breakfast Club Supervisors considers that the continued presence of the child is incompatible with the interests of the Breakfast Club. There would be no refund of fees in these circumstances.

Disclosures/Child Protection

The Breakfast Club Supervisors must be notified immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

Confidentiality

Parents agree to inform the Breakfast Club Supervisors of any information necessary to safeguard or promote their child's welfare. Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The Breakfast Club will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

Discipline

Parents hereby confirm that they accept the authority of the Breakfast Club Supervisors and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Breakfast Club community. The Breakfast Club will follow the Behaviour Policy of Ropsley C of E Primary which incorporates both anti-bullying and racial equality.

Severe Weather

In the event of the Breakfast Club's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Breakfast Club Supervisors immediately, following the school's Complaints Policy.

I have read, understood and agree to comply with the Terms and Conditions of the Ropsley C of E Primary School Breakfast Club.

Name of child
.....
.....
Parent signature
Name in full
Relationship to child
Date

Ropsley C of E Primary School Breakfast Club
Terms and Conditions
(SCHOOL COPY)

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Fees

Notice of any changes to fees will be given in writing as soon as practicable, but the current cost will not be increased for the duration of the pilot (September 2014 to December 2014). Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher.

If any fees remain outstanding one working week from becoming due you will receive a verbal reminder. If fees remain outstanding one working week from the verbal notice, a written reminder will be issued. If fees still remain outstanding after the written warning your child's place will be withdrawn.

The fees are as follows:

The cost of each session is £3.50

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I have read, understood and agree to comply with the Terms and Conditions of the Ropsley C of E Primary School Breakfast Club.

Name of child
.....
.....
Parent signature
Name in full
Relationship to child
Date

General Information

Start Times

The Breakfast Club runs from 7.45am to the beginning of school Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils.

Please do not arrive before 7.45am, as no child will be admitted to the Club before this time.

You will be asked to sign a register when delivering your child to the Breakfast Club and to write in the time of arrival.

Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions, where places are available, but the Breakfast Club require payment on arrival.

The procedure for ad-hoc sessions remain the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health Forms must be completed before a child attends the Breakfast Club.

The Start of the School Day

Children will be allowed to join their class at 8.40am. Breakfast Club Supervisors will hand them to the teacher on duty on the school playground.

Contact Numbers

You can contact the school during school hours on the school telephone number 01476 585379

Registration Form Document 1

Health – Allergy Disclaimer

Is your child allergic to anything? YES/NO

Please delete as appropriate –

- Nuts
- Milk
- Chocolate
- Other dairy i.e. eggs
- Wheat
- Plasters

If your child has any other allergy apart from those listed above, please advise below:

Additional allergies:

Child's Name

Class

Signed

**Ropsley C of E Primary School
Breakfast Club Registration Form**

Please complete and return this form to our Breakfast Club Supervisors.

Child's full name

Child 1).....

Child 2).....

Child 3).....

Date of Birth

Child 1).....

Child 2).....

Child 3).....

Contacts

Parent/Guardian

Please supply contact telephone numbers – we will use these to contact you in the event of bad weather and Breakfast Club closing.

Tel. No. Home.....

Tel. No. Work.....

Tel. No. Mobile.....

Are there any special access or custody arrangements of which we need to be aware?

YES/NO

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