

Chisenhale Primary School



Breakfast Club Terms and Conditions

Effective from September 2023

Breakfast Club Service

Breakfast Club will run Monday to Friday from 7.45am to start of school. It will not operate in school holidays or on INSET Days. Children in nursery and reception will be in the early years unit and children in Y1-6 will be in the middle hall. The choice of Breakfast will vary from day to day but will include the following: choice of fruit, cereals, toast, bagels, milk, or water.

We aim to provide a high quality service which meets the needs of both Parents / Carers and Children. For Parents / Carers, 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, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents / Carers are expected to give their support and encouragement to the aim of Chisenhale Primary School Breakfast Club and to uphold and promote its good name. Chisenhale Primary School Breakfast Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend Chisenhale Primary School Breakfast Club. All sessions must be pre-booked.

Booking

Regular Sessions:

All applications are to be made using the google link <https://forms.gle/uapjokGmjhQdnZzn8> Once the online application is completed, an email will be sent and you will receive notification via email whether a space is available. If no space is available, then the Parent / Carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad hoc sessions:

These must be requested via email to kglynn.211@lgflmail.org, ideally giving at least two days' notice. The Parent / Carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come first served basis. If a place is requested in an emergency and two days' notice cannot be given, a telephone request needs to be made via the School Office, verbal confirmation needs to be obtained and the online form needs to be completed retrospectively.

Payment of Fees and Cancellation

The cost per session is £3 per day. Parents will be given one term's notice of any change in fees. On receipt of the booking form we will send you the login details for our online payment system Parent Pay and also email you the amount due for the half term.

Regular sessions:

Payments for Breakfast Club will need to be paid via your Parent Pay account, with a debit card in the school office or with childcare vouchers and the payment needs to be made at the beginning of

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each half term. We ask parents who use childcare vouchers provide the school with the reference number to enable payments to be matched correctly.

The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non-attendance due to sickness or any other absence, unexpected school closures or for sessions only part attended. Consideration to a refund will be given in exceptional circumstances and at the discretion of the Headteacher.

Chisenhale Primary School requires half a term's notice if you no longer require a place for your child at breakfast Club or wish to make any changes to the days attended. This can be emailed to kglynn.211@lgflmail.org, please put 'Breakfast Club' in the subject line. Any changes will be subject to agreement by Chisenhale Primary School and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends. Charges will continue to apply until written notice is received. Should no payment be made and there is a debt on your account, any offer of a place will be withdrawn until the debt is settled.

General Conditions

It is the responsibility of the Parent / Carer to sign their child in at Breakfast Club via the Inventory screen. Please do not leave your child at the door.

Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Breakfast Club Registration Form.

All accidents, that staff are made aware of, are documented on our digital recording system. Should the need arise, the Parents / Carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Chisenhale Primary School Breakfast Club will not be liable for loss of property brought onto the premises by Parent / Carer or Child.

The Parent / Carer hereby confirm that they accept the authority of the Breakfast Club Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Chisenhale Primary School Breakfast Club community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Chisenhale Primary School Breakfast Club. There would be no refund of fees in these circumstances.

Due to staffing ratios, with the exception of those who have a recognised medical or other special need, we cannot accommodate pupils who are not potty trained in breakfast club.