

**Booking Form**



Child's Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

The Breakfast Club costs £4.00 per session (session times – 7:30 am to 8.40 am). Childcare fees are payable in ADVANCE of your child attending the club. Please note that your child's place may be cancelled where a payment has not been received in advance. Payments for childcare must be made at the start of each month; each half term; or each term for the current month/half-term/term. We accept payments via ParentPay or employer's childcare vouchers from participating schemes. To apply for a place for your child please answer the following questions and return your completed form to the school office.

1) On which day(s) of the week would you like a **REGULAR** place for your child?

Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

2) From which date would you like your child to begin attending Breakfast Club? (Please note that we recommend giving at least 2 week's notice before you would like the place to commence.)

.....

3) Please indicate the usual frequency with which you will make payments. Please remember payments must be made in advance before your child is accepted at the club.

Please tick:

MONTHLY	HALF-TERMLY	TERMLY

4) Which method of payment will you to use?

*Payment method is flexible; please keep the office informed of changes in respect of Childcare Vouchers*

ParentPay	Childcare Vouchers

5) I **DO NOT** require a regular place for my child at the club, however I would like to request a place on the following date(s)

.....

*For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.*

**Please do not make a payment until we have written to you to confirm whether we are able to offer your child a place at the club as requested.**

I confirm that I agree to abide by the Terms and Conditions on the reverse of this form.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

## **Churchtown Primary School Breakfast Club – Terms and Conditions**

### **General**

1. The Breakfast Club is open to children attending Churchtown Primary School in Nursery through to Year 6 and is run by school staff.
2. The club is open from 7.30 am to the start of school (8:40am) Monday to Friday during term time only. There is no access to the school site before 7.30 am.
3. The club provides a balanced breakfast (including cereal, toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
4. Breakfast is served until 8.20 am.
5. Children must arrive at the club no later than 8.35 am, after which you will be required to take your child to the playground to enter school at the normal start time.
6. Parents/Guardians are required to sign children in on the register in the Breakfast Club entrance.
7. The staff car park is not available for use by parents when dropping children to the Breakfast Club.
8. After the Breakfast Club ends the children will go directly to their class ready for the start of school. KS1 children will be accompanied by a member of the Breakfast Club staff.

### **Bookings**

9. Bookings must be made on the school booking form available from the school office, or the school website. All places must be booked in advance.;
10. Enquiries regarding the Breakfast Club should be made to the school office (Telephone 01704 508500 or via email to [office@churchtown.org.uk](mailto:office@churchtown.org.uk))
11. Booking requests can only be made for either a regular place, e.g. every Monday, or 'one-off' date. We aim to accommodate all requests made however places at the club are limited to 75.
12. Priority will be given where a sibling is already regularly attending the club.
13. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
14. Your child's place at the club will be confirmed in writing. Once the booking is confirmed you will be guaranteed your requested day(s) provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn
15. Please inform the school in writing if you no longer require your child to attend Breakfast Club. At least 48 hours' notice of cancellation is required. The school will confirm the date of cancellation and arrange a refund if appropriate.
16. If your child will not be attending a particular session that they are registered for please inform the school giving at least 48 hours' notice
17. In the event that you would like to change the days that your child attends the Breakfast Club a new booking form must be completed with your new requirements. The school will confirm in writing whether the new request can be met.

### **Payments**

18. The charge for each session is £4.00 per child. Payments should be made online via ParentPay. We are able to accept childcare vouchers issued by certain employers; the school is also registered with the government's Tax-Free Childcare scheme.
19. Payments must be made in advance of the date of attendance. Payments must be for a full month/half-term/or term in advance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
20. For one-off sessions payments must be made where possible in advance of, but no later than the day of attendance.
21. Refunds/credits will not be given for non-attendance. Any sessions that aren't attended will still be chargeable (with the exception of activity holidays which involve an overnight stay)

### **Dietary Needs and Medical Conditions**

22. It is the parents' responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.
23. Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

### **Withdrawing an offer of a place**

We reserve the right to withdraw an offer of a place in the following circumstances:

24. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
25. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
26. Where payments have not been made in advance and arrears are exceeding £50 we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Debt Management Procedures (Financial Regulations).