

## **Clewer Green CE Aided First School**

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# **Breakfast Club** **Terms and Conditions September 2019**

## **Welcome to Clewer Green breakfast club**

### **Aims:**

- **To provide a welcoming, safe, secure environment for the children.**
  - **To provide the children with a nutritious breakfast.**

1. The Breakfast club is run by Clewer Green CE Aided First School and open to children from Reception to Year 4 from 7.45am to 8.50am ready for registration.
  - Breakfast Club is situated in the school dining hall and is accessible through our school carpark only.
  - Breakfast Club will open the doors at 7.45am. Please do not arrive before hand, as we are unable to accommodate children before this time.
  - All parents are required to sign their children in at the beginning of the session.
  - At the start of school, KS2 and KS1 children will make their own way to the classrooms. Reception children will be escorted.

**Spaces will be allocated on a first come first serve basis once we receive all signed terms and conditions and booking forms.**

### **Fees and booking**

The termly/annual fees are calculated on a daily rate of £7.50 per session.

We ask that parents/carers book places with the school office and pay using the eduspot online payment system. All fees must be paid a term in advance and will be split into two installments any sessions which are missed (pre-booked or adhoc) due to sickness and other absences are non-refundable.

Parents/Carers will be given half a term notice of any increase in fees and cancellation of the breakfast club and we require half a terms notice for cancelling your place.

In the event of a school closure you will not be charged for the session and the fee will automatically be removed. If, at that time, your invoice has already been paid in full, the session fee will be removed from the next term's invoice.

For ad-hoc sessions, payment is due within one week. Non-payment will affect future bookings.

The school reserves the right to refuse entry of a child if the fees are not paid by the first week of term.

2. Breakfast will be served from 7.45am to 8.15am. We appreciate if these times can be strictly adhered to. When children arrive later than 8.15am it causes disruption to the planned activities and food service.
3. Breakfast will cater for any food allergies that have been medically diagnosed. Although we cannot absolutely guarantee that the food will not contain anything your child is allergic to, we will do everything we can to eliminate allergens.

### **Safeguarding**

All staff involved in the running of the Afterschool club hold a current DBS clearance. Staff will follow Clewer Green School's existing policies and procedures

### **Fire Procedure**

In the event of a fire, breakfast Club will follow the school's normal fire procedure.

### **Other emergencies**

Breakfast club will follow Clewer Green School's Emergency Plan.

### **Medication**

Inhalers are kept in the school office. If a child needs an inhaler, a member of breakfast Club will escort the children to the office and an inhaler will be given and noted.

All other medication administered will follow the existing school policy.

### **First Aid**

Breakfast club staff will follow Clewer Green School's existing policy.

### **Complaints**

Please refer any complaints to the relevant breakfast staff in the first instance.

**Clewer Green registration form:** One form per child

Child's surname		First name	
Class		Date of birth	

**Days required (please tick)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

**Primary parent/carer**

Name		Mobile phone number	
Relationship to child		Parental responsibility? *	
Home address		Home phone	
Work number		* If parental responsibility restrictions apply, please advise school office	

**Secondary Parent/carer**

Name		Mobile phone number	
Relationship to child		Parental responsibility? *	
Home address		Home phone	
Work number		* If parental responsibility restrictions apply, please advise school office	

\* *Parents responsibility to update contact details with the school office*

Allergies, Dietary requirements, Medical conditions

- I consent to my child attending Clewer Green breakfast club and I agree to abide to the terms and conditions.
- Fees should be paid by the due date and I understand that failure to do so could jeopardize my child's place.
- I will advise the school office of any changes to contact details.
- I understand that the information on this form is confidential, but that it may need to be shared with other professionals if deemed necessary.
- I have read, and accept, the conditions.

Child's name -----

Parent/Carer signature -----

Parent/Carer name (please print) -----

Date -----