

Finstall First School Breakfast Club Terms and Conditions (July 2021)

Introduction:

Parents and carers wishing to use the Breakfast Club are asked to carefully read these terms and conditions. The declaration must then be signed and returned to school prior to a booking being made. The school will review the terms and conditions annually. If any changes to the terms and conditions occur, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

Our Breakfast Club is run by Finstall staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day. Children can join in with planned activities or take time to read. Children have a choice of breakfast, of toast or cereals. Our Breakfast Club is popular and therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Cancellations must be made in advance, in line with our terms and conditions, otherwise unattended booking sessions will be charged for. Finstall First School is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Our aims:

We aim to provide a high quality service which meets the needs of both pupils and their parents and carers before school. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. For parents and carers, this means knowing that your child is safe and happy in a club that is reliable and offers consistent service. We will promote healthy eating by providing a nutritious breakfast. The club will follow the same procedures and policies with regard to behaviour as are implemented in school.

General:

- The Breakfast Club is open from 7.45 to the start of the school day, Monday to Friday during term time only.
- The Breakfast Club provides a balanced breakfast (cereal, toast with topping, fruit juice, milk or water to drink) and activities for children before school begins.
- Breakfast will be served until 8.30am.
- After the Breakfast Club ends, the children will be taken to the relevant area of the school ready for the start of the school day.
- There are no clubs available on inset days.
- Children must be accompanied to and from the clubs by an adult and will be registered by member of the club staff.
- Children should not bring their own toys, games or any other item of value into school. We are unable to accept responsibility for them.

- In the event of severe weather, parents/carers will be informed via the email, the school website and vital information line. A refund of session fees will be made available under these circumstances.
- Staff have completed food hygiene training.

Registration:

- Only children for whom a Registration Form has been completed may attend Breakfast Club.
- A register will be completed at the beginning of the session.
- Non-attendance will be investigated in accordance with normal school procedures.

Bookings:

- Bookings must be made directly with the school office.
- Bookings for Breakfast Club must be made by 12.45 on the Thursday of the week before the booking is required.
- All sessions must be paid for on receipt of the invoice, which will be emailed when bookings have been confirmed. Payments should be made via ParentPay.
- If your child will not be attending a particular session that they are registered for please inform the school giving at least a week's notice if possible.

Payments:

- The charge for each morning session is £5.50 per child.
- Payments should be made online through ParentPay or by using childcare vouchers. Where payment has not been received after an invoice is sent, a place at club cannot be guaranteed.
- Refunds cannot be given for non-attendance, unless notice has been given. The decision will be made by the headteacher.
- School will give one term's notice of any change of fees.
- The school reserves the right to exclude children from the Club if fees have not been paid and arrears are accumulating.
- Parents/carers are advised to contact the school in case of any difficulties with payment.
- Fees are the responsibility of the person who signed the registration form or who has a parental responsibility for the child.

Dietary, Medical Needs and Sickness:

- Medication can be administered in line with our Medicines in School policy.
- It is the parent's/carer's responsibility to disclose any special dietary needs or medical conditions on the registration form.
- A child must not be brought into Breakfast Club if unwell.
- The school reserves the right to request a parent collect their child early if the child feels unwell.

- Parents/Carers must consent to emergency medical treatment, if certified necessary by a doctor, and if parents/carers cannot be contacted on the emergency numbers provided in time. This will be provided on completion of the attached form.

Safeguarding:

- Parents/carers authorise the school club staff to take all necessary action to safeguard and promote the welfare of the child.
- All our staff are DBS checked and there is a First Aid trained member of staff on duty.
- Staff have a duty to report any significant concerns they might have about the safety/wellbeing of a child.
- In line with normal school procedures, any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed will be advised to school immediately by parents/carers.
- All accidents, that staff are made aware of, are documented in an accident book and reported to Parents/Carers.

Insurance:

Finstall First School Breakfast Club is covered by the schools insurance.

Loss of Property:

The school will not be liable for loss of property brought onto the premises by Parent/Carer or child.

Policies:

Breakfast Club is governed by the same policies which govern Finstall First School. These can be found on the policies page of the school website.

I have read, understood and agreed to comply with the Terms and Conditions within this Breakfast Club Terms and Conditions document.

I agree that medical/dental treatment may be given to my child if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendation of a qualified medical practitioner.

Childs Name Class

Parent/Carer Signature

Name in full

Relationship to child

Date