

Whitehouse Primary School
Breakfast Club Terms and Conditions
2019-2020

Aims

(a) Our aims: We aim to provide a high quality provision 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, challenging and a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aim of Whitehouse Breakfast Club and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

(b) The child's health: Parents/carers must inform the Breakfast Club through the school office if the child has any known medical condition or health problem or has been in contact with infectious diseases. Should a child be sent home from school poorly then parents/carers must comply with the exclusion guidelines set by the Health Protection Agency (available from the office) and a child must not be brought to Breakfast Club if unwell.

2. Parents/carers authority

(a) Welfare of the child: The parents/carers authorise Breakfast Club to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

(b) Accidents: All accidents that staff are made aware of are documented and reported to parents/carers.

(c) Loss of property: The Breakfast club will not be liable for loss of property brought onto the premises by parent/carer or child.

3. Entry to Breakfast Club

(a) Registration: Once a registration form has been completed and returned to us a child will be registered with our provision.

(b) Booking a place: A place can be booked **in writing only** by completing the registration form or by letter with $\frac{1}{2}$ a terms' notice. **A parent/carer will not be able to book a place on the day due to staffing requirements.** Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed (see clause 5a).

(c) Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable. It is intended to review the cost of the provision at the end of the summer term.

(d) Termination of the Contract: A child will leave the Breakfast Club when she/he leaves Whitehouse Primary School or written notice is given by the parent/carer.

A child will no longer be registered with our provision if they have not attended for one term.

4. Fees and Extras

(a) Items Covered: Fees cover breakfast and activities.

(b) Payment of Fees and Extras: A list of the costs is attached to these terms and conditions. **Fees must be paid IN ADVANCE of each half-term.** Children will be excluded from the Breakfast Club at any time when fees are unpaid after two reminders.

(c) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form and who has parental responsibility for the child.

5. Cancellation, Withdrawal and Fees in Lieu

(a) Cancellation Policy: If parents/carers do not wish their child to attend a session they must notify the Breakfast Club as least one working week in advance. Failure to do so will incur payment in full, whether sessions are attended or not. **Fees will not be waived through absence or sickness.** In the event of long term absence as long as reasonable notice is given then the child's place will be held for half a term.

(b) The Breakfast Club reserves the right to withdraw a place for a child. Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Head Teacher that the continued presence of the child is incompatible with the interests of the Breakfast Club. Should a parent/carer be continually late, i.e. up to 15 minutes before the session closes, for three sessions in a row or six sessions in a term the place will be withdrawn. There would be no refund of fees in these circumstances.

6. General Conditions

(a) Disclosures: The school office must be notified in writing immediately of 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.

(b) Child Protection: The school staff have a duty to report any significant concerns she/he might have about the safety/wellbeing of a child to social services. Parents/carers will be required to sign the hand-over register when they collect their child.

(c) Confidentiality: Parents/carers agree to inform the Breakfast Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

The Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

(d) Physical Difficulties or Special Educational Needs: Parents/carers should notify the Breakfast Club that their child may have learning/physical difficulties (if the school is not already aware of that). Should the staffing level need to be increased to meet any special behavioural needs of your child then the daily session rates will be adjusted accordingly.

(e) Equal Treatment: The Breakfast Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally.

(f) Discipline: The parents/carers hereby confirm that they accept the authority of the Breakfast Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Whitehouse Primary School community. The Breakfast Club will follow the Behaviour Policy of the school.

(g) Photographs/video: Parents/carers who do not wish their children to be photographed or videoed in Breakfast Club must indicate this on the school photographs permission form.

(h) Severe weather: In the event of The Breakfast Club's closure due to severe weather, parents/carers will be contacted via the emergency telephone number they provided. Fees will not be waived in these circumstances.

(i) Handover of your child: Parent/carers are to bring their children into Breakfast Club and hand them over to a member of staff. Parents are required to sign the signing in and out sheet. This is part of our Safeguarding procedures.

(j) Insurances: The Breakfast Club undertakes to maintain those insurances which are prescribed by law for schools.

(k) Complaints: Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Breakfast Club follows the school's complaints policy available from the office or on the school website.

(l) Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Head Teacher.

(m) Jurisdiction: This contract was made solely with the Breakfast Club overseen by Whitehouse Primary School.

(n) Cost: The cost for Breakfast Club 2019-2020 is £2.00 per session.

- Autumn Term 1 - 03.09.2019-24.10.2019 (38days) £76.00
- Autumn Term 2 - 04.11.2019-20.12.2019 (35days) £70.00
- Spring Term 1 - 06.01.2020-13.02.2020 (29days) £58.00
- Spring Term 2 - 24.02.2020-03.04.2020 (30days) £60.00
- Summer Term 1 - 20.04.2020-21.05.2020 (23days) £46.00
- Summer Term 2 - 01.06.2020-17.07.2019 (35days) £70.00

Should you wish to book any additional days other than those agreed at the start of the half term and we have staff to cover the cost per session will be an increase of £4 for Breakfast Club and £8 for Tea Time Club. This also applies to late collections from Tea Time Club.

(o) Access to school: An automatic barrier will be in place from September 19 and there will be no access into the school car park for dropping off for Breakfast Club, however access can be made from the pedestrian gate on Dunelm Road.

Below is a breakdown of each day and the cost for the term

- 1 Day a week = 7 days x £2 = £14
- 2 Days a week = 14 days x £2 = £28
- 3 Days a week = 21 days x £2 = £42
- 4 Days a week = 28 days x £2 = £56
- 5 Days a week = 35 days x £2 = £70

Payment must be made before your child attends

The Governing Body reserve the right to amend the Terms and Conditions or fees at any time.

✂ _____

I have read, understood and agree to comply with the Terms and Conditions of the Breakfast Club 2019-2020.

Name of child/children: _____

Parent/Carer Signature: _____

Name in full: _____

Relationship to child: _____

Date: _____

Please return this copy with your Registration Form

Whitehouse Primary School Breakfast Club

Registration Form 2019 - 2020

Name:		DOB:		Age:	
Siblings:		Class			
First Emergency Contact:	Relationship to child:	Telephone: Home			
		Mobile			
Second Emergency Contact:	Relationship to child:	Telephone: Home			
		Mobile			
Third Emergency Contact:	Relationship to child:	Telephone: Home			
		Mobile			
Does your child have any medical needs:		Medication required:			
Does your child have any special educational needs?		Support required:			
Does your child have any allergies?		Medication required:			

Please tick which session you would like to book your child in

Monday 8.00-8.45am	Tuesday 8.00-8.45am	Wednesday 8.00-8.45am	Thursday 8.00-8.45am	Friday 8.00-8.45am

If you are not sure about which sessions due to your working pattern please indicate the possible number of sessions each week and notify the school office of which days **one week** before the start of these sessions.

Number of sessions each week	
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Registered by: _____ Parent/Carer