**St Paul’s Primary**

**Early Risers Breakfast Club**

**Terms and Conditions**

The Club will operate for Term time only, but will be closed when the school has a TD day.

The Club is self funding and all income will be ploughed back into the Club.

Before we can accept your booking, you must read and agree to the following terms and

conditions of the Club:

* Before bookings are made you must register your child, even if you only intend to use

the club occasionally.

* We recommend bookings are be made at least 48 hours in advance. If we have spaces available bookings may be made the day before by 3.30pm.
* Children who are ill cannot attend the club and in the event of sickness or diarrhea

must be off for 24hours after the sickness or diarrhea has finished.

* If your child is ill whilst at the Club, staff will contact you to collect your child.

No refund will be given.

* Payment is required in advance of the booking.
* If you wish to cancel a place then you must give 24hours notice or you will be charged

for the place. We will only offer refunds if the club is forced to close due to snow,

heating failure, staffing shortage etc.

* Staff will administer medicine such as those provided for asthma, diabetes etc for which a care-plan already exists. Staff will not administer any other prescription or non prescription drugs and no children should be in possession of them.
* Should you have cause for complaint about the Club please follow the formal complaints

procedure. We hope any concerns can be sorted out informally with the Club Leaders or

Head Teacher.

* Parents must inform the Club of any change of address or contact phone numbers.
* All children must be booked in. Children who arrive without a booking cannot be accepted.

**Other Information**

Breakfast Club is from 7.50am – 8.35am. Breakfast will consist of choice of cereal or toast and a cold drink.

Children **must not** arrive before 7.50am.

We will endeavour to cater for all special dietary requirements.

The KS2 children will make their way to the classrooms through the corridors at 8.35am.

Children in KS1 will be escorted to their classrooms by the Play Leaders.

A variety of activities will be on offer each morning to keep children appropriately engaged whilst at the club.

Parents must inform play leaders of any important messages that may need passing onto the class teachers.

Booking forms are available from the main office.

The forms will be made up for each half term.

Any discipline matters will be brought to the attention of the Headteacher and parents by the Play Leader. If the problem cannot be resolved then the child may be asked not to attend the club in future.

Charges (with effect from Sept 22)

Breakfast Club - £3.00 per session (7.50am – 8.35am) or part thereof

You may fill in a booking form for each half term and payment may be made, weekly, monthly or half-termly, **but it must be in advance of the dates booked.**

**No Refunds will be given for non attendance due to sickness however the session missed will be credited to a future booking.**

Payment by cash or cheque made payable to St Paul’s Primary School and write your child’s name, school, the dates you are paying for and a cheque guarantee card number on the back of the cheque. Online payments can also be made direct to the school bank account giving a reference ER and your child’s name.

Name: St. Paul’s Primary School

Sort Code: 30-91-99

Account No: 53565468

Please remember that you must ensure we have up to date contact numbers.

Let us know of any changes.

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**St Paul’s Primary School**

EARLY RISERS BREAKFAST CLUB

AGREEMENT OF TERMS AND CONDITIONS

Name of Child

Class and Teacher

I confirm that I have read the Terms and Conditions and FAQs for the Breakfast Club.

I confirm that I will abide by the Terms and Conditions laid down by the Club.

**Signed ……………………………………………………Date……………………………………………**

**(Parent / guardian / carer)**

**Print Name …………………………………………………………………………………………..**