



SHAWFIELD PRIMARY SCHOOL'S
RISE AND SHINE
BREAKFAST CLUB
TERMS AND CONDITIONS

1. Aims

We aim to provide a high quality service 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, 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 aims of the Breakfast Club and to uphold and promote the breakfast clubs good name and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

2. Entry to Breakfast Club

Registration

Once the contract has been completed and returned to us a child will be registered with our service.

(a) Booking a place and Payment of Fees

A place can be booked by completing our booking form and must be paid for in advance. For regular half termly bookings the form and payment needs to be returned to the school office 1 week before the end of the previous half term. Ad hoc bookings must be done by 4pm the school day before the place is required. No pupil can attend Breakfast club without a booking. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

(b) Items Covered:

Fees cover meals, snacks and childcare.

(c) Responsibility for payment:

Fees are the responsibility of each person who has signed the Booking Form or who has parental responsibility for the child.

3. Cancellation, Withdrawal and Fees in Lieu

(a) Cancellation Policy:

If parent/carers do not wish their child to attend a session they must notify Breakfast Club at least one half term in advance. Failure to do so will incur payment in full, whether sessions are attended or not.

(b) Sickness:

If your child is unwell and is unable to attend breakfast club please telephone the club's staff on 07398 496865 to advise them. This telephone number is for breakfast club only and should not be used in any other situation. The telephone will be switched on at 7.15am. If your child is unwell you will not be charged for the session.

(b) Removal:

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 breakfast club staff that the continued presence of the child is incompatible with the interests of Breakfast Club. There would be no refund of fees in these circumstances.

4. Opening Times:

The Breakfast Club hours are from 7.30am to 8.30am during school term time (please note the breakfast club will not run on INSET days or other school closure days such as polling days). If children arrive after 8am they will not receive breakfast. At 8.30am staff will accompany the children to class and hand them over to the class teachers.

5. Access:-

Access to the club will be through the side gate onto the year R playground. Parents should bring their child into the community room where they will be welcomed by staff. Parents need to sign the register to hand over responsibility for their child. Any messages, notes etc for the class teacher will be taken by the breakfast club staff.

6. **Emergency Closures:-**

If the school site is deemed to be unsafe for any reason, parents will be contacted as soon as possible to inform them of the closure. Fees will be refunded for any lost sessions.

7. **Severe Weather:**

Breakfast club will open on the first day of bad weather. If a decision is made to close the school later than 7am children in breakfast club will be cared for until parents can make arrangements to collect them. If the school is closed on further days the information will be on the school's website, Surrey County Council's Website, school's answerphone and broadcast on Eagle Radio. Fees will be waived in these circumstances and credit notes will be issued.

8. **The child's health:**

Parents/carers must inform Breakfast Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency <https://www.gov.uk/government/.../infection-control-in-schools-poster> or can be obtained from the school office. A child must not be brought to Breakfast Club if unwell.

9. **Parents/carers authority**

Welfare of the child:-

Breakfast club staff are employed by the school and will follow school policy in the event of an accident or emergency. In an emergency the Breakfast Club staff will use the contact telephone numbers the school has on record so please ensure they are always up-to-date. The Breakfast Club staff are First Aid trained.

Accidents:

All accidents are documented in an accident book, the information will be passed to the class teachers.

Loss of property:

Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.

10. **Policies**

Shawfield Breakfast Club follows all policies and procedures of Shawfield Primary School unless other side stated in these terms and conditions.

11. **Discipline:**

The parents/carers hereby confirm that they accept the authority of the managers and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Breakfast Club community. The Breakfast Club will follow the whole school Behaviour Policy of the school which incorporates the anti-bullying policy and racial equality policy.

12. **Child Protection:**

To ensure the safety of all children, the Breakfast Club staff have an obligation to pass on any concerns related to child protection issues to the appropriate agencies.

13. **Confidentiality:**

Parents/carers agree to inform the Head Teacher or Home School Link Worker of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

14. **Photographs/Video:**

Photographs/video of the children may be used in Breakfast Club's promotional material such as press releases and school website. Parents/carers who do not wish their children's images to be used in this way should insure that this is recorded in the school office.

15. **Insurances:**

Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

16. **Complaints:**

Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Complaints Policy of Breakfast Club falls under the schools non curriculum Complaints Policy.