



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 01252 320379 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:

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5. Access:-

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PTO

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 you will be informed via ParentMail. Fees will be waived in these circumstances and credit notes will be issued.

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

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Accidents:

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BREAKFAST CLUB
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