



# BREAKFAST CLUB PARENT/CARER CONTRACT

CHILD'S NAME:

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PARENT OR CARER'S NAME:

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Here at Potten End C of E Primary School we aim to provide a happy, safe and welcoming place for your child at the beginning of the day.

## Terms and Conditions

- I understand that the Breakfast Club operates in line with school policies at all times, including: Positive Behaviour, SEND, and Safeguarding Policy (which are available on the school website) and that there are expectations and obligations relating both to the club and to myself and my child and we agree to abide by them.

## Booking Procedure

- Parents/carers must complete, sign and return a Registration Form and a copy of the Parent/Carer Contract before a booking can be made. Forms are available from the school lobby and our website.
- Once the registration process is complete, the School Office will forward instructions on how to book and pay for sessions and will enable Arbor to accept bookings for their child.
- Payment must be made via Arbor before parents/carers are able to book a place for their child.
- Places at Breakfast Club (BC) can be booked by parents/carers on a first come, first served basis, up to half a term in advance or an ad-hoc basis via Arbor (please refer to the Booking Windows information attached).
- BC will have 20 spaces available each day.
- BC will not operate on INSET or Occasional Days.
- If the BC is to be used in an emergency or one-off basis, the Registration Form and Parent/Carer Contract must be completed and returned by 4.00pm on the previous day (or Friday for the following Monday).
- Bookings can be made in a regular pattern or on an ad-hoc basis **up to 24 hours before the start of the session**.
- Parents/carers will need to contact the School Office if they wish to make a booking less than 24 hours before the start of the session.
- If a child is unable to attend a pre-booked session it is essential that the School Office are informed via email before the session commences.
- If a BC place is no longer required, written notice should be given to the School Office.
- It is a parent or carer's responsibility to inform the School Office if there are any updates to the information held regarding their child. (eg contact details, medical conditions, food intolerances etc).
- Confirmation of bookings made can be viewed in Arbor.

## Registration

- A Registration Form and Parent/Carer Contract should be completed and returned to the School Office before a child can attend. Registration Forms are available in the school lobby and on our website.

- It is a parent or carer's responsibility to inform the School Office if there are any updates to the information regarding to their child. (eg contact details, medical conditions, food intolerances etc).
- Parents/carers should contact the School Office via email regarding any questions relating to bookings (not the BC Leaders).

### **Fees**

- BC will run from 7.45am-8.40am – the cost will be £6.50 per child, per session.
- The cost of BC is not dependent on whether a child has breakfast.
- Parents/carers are required to pay for every session that their child is booked to attend (even if they are subsequently unable to attend eg for illness).
- Bookings and payments which have been made in advance will only be refunded in extenuating circumstances. (For example, if a child is taking part in a school sporting fixture or is on a residential school trip.) Please advise the School Office via email if you require a refund.
- Families that utilise Child Care Vouchers etc will need to email proof of money transfer to the School Office who will then credit their account – enabling them to make a booking.
- If at any point parents/carers no longer wish to utilise BC, they should inform the School Office in writing.
- If parents/carers are experiencing difficulty making payment, they should discuss this in confidence with the School Office at their earliest opportunity.

### **Breakfast Club Arrangements**

- BC will be held in the school hall, run by our own trained staff.
- BC opens at 7.45am Monday to Friday. Children should not arrive any earlier than this.
- Parents/carers must escort their child to the school foyer located outside the School Office, register them and then ring the bell when they are ready to enter. The Breakfast Club Leader will come to the foyer to collect your child.
- Children will be provided with a choice of breakfast options until 8.15am.
- At 8.40am children in Reception and KS1 will be escorted to their classrooms and KS2 children will make their own way to their classroom.
- BC will not operate on INSET or Occasional Days.
- Parents/carers should contact the School Office via email regarding any questions relating to bookings (not the BC Leaders).

### **Safeguarding**

- Should there be any accidents or incidents at Breakfast Club involving your child, you will be informed and they will be treated by a qualified first aider as soon as possible.

**I have read and understood the above terms and conditions and I agree to abide by them.**

**Signature of Parent/Carer:**

**Date:**

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**Please print name:**

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