



Breakfast Club Terms & Conditions

Aims:-

At New Ash Green Primary School we aim to provide a high quality service which meets the needs of both parents/carers and children.

Parents & Carers know their children are safe and happy in the Breakfast Club which is reliable and offers a consistent service.

Children have a safe, supportive, encouraging and challenging environment to be with friends, make new friends, have fun and enjoy.

1. Parents/Carers authority:-

Parents/Carers authorise the Breakfast Club to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to such physical contact as may be lawful, appropriate and proper to provide comfort to a child or to maintain safety and good order. Parents/Carers also consent 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 contact provided.

Parents/Carers will inform Breakfast Club if the child has a known medical condition or health problem or has been in contact with an infectious disease. Parents/Carers must comply with the guidance set out by the Health Protection Agency and must not bring a sick child to Breakfast Club.

Accidents:-

All accidents that staff are made aware of are documented in an accident book and are reported to Parent/Carers

Loss of Property:-

Breakfast Club will not be liable for loss of any property brought onto the premises by Parents/Carers or child.

2. Joining Breakfast Club

There are currently 36 available spaces at our breakfast club

Registration – Once a registration form is completed and returned to us a child is registered to use the breakfast club.

Booking a place – Places must be pre-booked either verbally or in writing. Once a place has been booked, a charge will be incurred for that place unless the cancellation policy below has been followed.

Standard terms and conditions – Reasonable changes may be made from time to time to these standard terms and conditions and to levels of fees. Notice of changes will be given in writing as soon as practicable.

Termination of registration – children will remain registered for breakfast club until they leave New Ash Green Primary school.

3. Fees & Extras

Items covered – Fees cover meals and snacks only

Payments of fees – Payments can be made on a daily, weekly or termly basis via the Parentmail App.

Responsibilities for payment – **Fees are** the responsibility of the person who has registered the child or who has parental responsibility and should be paid in advance.

4. Cancellation, Withdrawal and Fees in Lieu

Cancellation – If a parent does not want their child to attend breakfast club sessions they must notify Mrs Feller or the School Office one week in advance, failure to do will incur payment in full whether or not the sessions were attended.

Fees will not be waived through absence or sickness.

Removal - Parents/Carers may be required to remove a child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of the breakfast club. *There would be no refund of fees in these circumstances.*

5. General conditions

Disclosures – The Breakfast Club supervisor 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.

Child protection – The Breakfast Club supervisor has a duty to report any significant concerns that she may have about the safety or wellbeing of a child to social services.

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 another person. Breakfast Club supervisors should be informed of sensitive issues concerning a child on a 'need-to-know' basis.

Learning/physical difficulties - Parents/Carers should notify Breakfast Club if their child has learning or physical difficulties.

Equal Treatment - We welcome children and staff from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Breakfast Club will comply with the Special Educational Needs and Race Equality Policy and the schools Equal Opportunities Policy'.

Discipline - Parents/Carers hereby confirm that they accept the authority of the supervisor 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 follows the school's Behaviour, Anti-Bullying and Racial Equality Policies.

Photographs – Parents who do not wish their child to be photographed during breakfast club must write to the school stating this. Photographs may be used to promote the schools breakfast club on the schools website and in press releases. Please advise the school in writing if you do not wish your child's picture to be used in this way.

Severe Weather – In the event of Breakfast Club being cancelled, parents will be contacted via the emergency telephone number provided - **fees will be waived in these circumstances.**

Insurance – Breakfast Club is covered by the school insurance policy.

Complaints - Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform the staff without delay, following the complaints policy on our website www.new-ash.kent.sch.uk.

Please sign and return the attached to breakfast club supervisor or school office:-