



Holy Family Catholic Primary School

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Headteacher: Mrs J. Taberner BEd Hons

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PARENT/SCHOOL CONTRACT FOR BREAKFAST CLUB (FROM SEPTEMBER 2018)

Terms and Conditions

The Breakfast club hours are from 7.40am to 8.45am during school term time. (Please note the breakfast club will not run on Inset Days). Fees are charged which provide for the staffing costs and general running costs incurred from running the breakfast club. The breakfast club is managed by the Governing Body who will ensure that financial transactions accord with the council's financial regulations.

All breakfast club staff employed by the school will have a current CRB check.

This service admits on a first come first serve basis. The emergency contact named on the schools data collection sheet will be used for this service. The emergency contact will only be contacted if your child is unwell, or has had an accident.

All parents/carers must adhere to the breakfast club rules.

The school will provide:

- Childcare provision on the school premises from 7.40am to the start of the school day at 8.45am, on every school day – 5 days per week, 38 weeks per year – during term time.
- A caring and secure environment.
- A variety of activities.
- A Breakfast club supervisor and legally required number of assistants.
- A healthy breakfast.

Charges and Payments



- The charge as at 1st September 2018 including breakfast is £3.00 per session.
- The charge is regardless of the length of time the child is at the session.
- **Payment is required on the first day of each session your child attends.**
- Refunds will not be given in cases of absence for any reason other than the school being unable to run the club.
- **4 weeks' notice from parents in writing is required if children will no longer be attending the club.**
- Parents will be given 4 weeks' notice of any change to the charges (increase or decrease).
- Parents will be given 4 weeks' notice if the club becomes not financially viable and has to be terminated.

Other:

- Pupils should not arrive before 7.40am and **must be signed in by an adult.**
- Breakfast will only be served until 8.10am.

School reserve the right not to accept a child due to the club due to:

- Payment not received within 7 days of first session.
- Unacceptable or disruptive behaviour
- A child arriving without prior booking.
- No signed acceptance of contract
- If a parent is not available to register their child on arrival.

Please Note:

- Priority for places is given to children who commit to a whole week of attendance.
- We are happy to accept children who only wish to attend on certain days each week but these must be prearranged.
- This is a self-financing venture which cannot be subsidised by the school budget.
- The Governors Finance Committee will review this contract periodically and amend if necessary.
- Requests for ad hoc days should be made on the ad hoc request form available from the school office.





‘We learn and grow together with Jesus’

Withdrawal of the Facility

I understand that I may be asked to withdraw my child from the school if the above conditions and breakfast club rules are not adhered to.

Agreement

I have read and understood both the Terms and Conditions in this contract. In accepting the place for my child, I agree to these conditions and would like my child to attend breakfast club on the following days.

Monday	Tuesday	Wednesday	Thursday	Friday

Commencing on _____ (date).

My Child does not have any food allergies

My Child has the following food allergies

Child’s Name _____



Signed _____

Print Name _____ Parent/Guardian)

Date _____

