

Ashchurch Playgroup Breakfast Club

Terms & Conditions

Aims:

- to support working parents by providing a high quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- to offer the children the opportunity of having a healthy breakfast at the start of the school day.

1. The Breakfast Club will be run by Ashchurch Playgroup Tewkesbury Ltd staff.
2. The Club is open from 8am to 8.50am - Monday to Friday (term time only). No responsibility will be taken for children arriving before this time.
3. The Club is based in the Pre-school setting and can be accessed by the gate which can be found by the school car park.
4. The Club will operate for children attending Ashchurch Primary School only. Membership of the Club is available to children from Ashchurch Pre-school (aged 3) to Year 6.
5. You will need to complete a booking form (which is available from Club Staff) and return this with your payment to Breakfast club staff only. Please note that a booking form must be completed for each child attending.
6. The cost of the Club is £3 per child per session. The charge of £3 covers the cost of care and a simple breakfast which will be a choice of cereal or toast and a drink of milk, water or juice, in the Winter there will be a choice of a hot option of either porridge or crumpets/muffins.
7. Payment must be made by Bacs or cash. Cheques are no longer accepted as methods of payment. If you pay by Bacs please use your child's name as the reference.
8. Parents are able to book regular or ad hoc sessions on either a daily, weekly, monthly or half termly basis (both Booking and Registration Forms must be completed).
9. We offer a staggered arrival but breakfast will finish being served at 8.30am.
10. Parents are asked to inform the Club Staff of emergency contact numbers, any food allergies or medical information and other relevant information by completing and returning the Registration Form (which is available from Club Staff).
11. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions.

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12. Parents will be given one month's notice of any increase in fees. Fees must be paid on the day or can be paid in advance if you wish. The Staff reserves the right to exclude a child if fees are not paid. Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child or children. (Forms are available from Club Staff).

13. The Club will provide activities to assist learning eg, reading, drawing, or playing board games. Children will not be allowed to leave the Club area to play outside unsupervised.

14. Staff will be responsible for the care and management of children, treating them with respect at all times.

15. The Club will comply with environmental health food safety standards.

16. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

17. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.

18. Children who do not behave well or do not show respect for staff or each other may be excluded from the Club – either permanently or temporarily depending on the circumstances. The Club follows their Behaviour Management Policy.

19. Parents are required to hand their children over to the Club Staff. If any KS2 children are making their own way to the Club, the Club Staff must be notified in advance.

20. If your child or children are unable to attend that morning please telephone the Club Staff by 8.00am to inform us. You can call on the Pre-School number 07925371472

21. It is your responsibility to also inform the school of your child's absence

22. No refunds will be given if your child or children do not attend the Club due to illness.

23. No refund or credit will be given if your child is absent without prior notification.

24. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.

25. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

26. Any child with a rash, discharge from the eyes, diarrhoea, sickness or any contagious/infectious illness should be kept away from the setting. If a child becomes sick during his/her attendance, we reserve the right to call for emergency assistance and if necessary remove him/her to hospital. It is not our policy to administer medicines to children unless specifically requested by the child's parent/carer. To have medicines administered it must be under exceptional circumstances and prescribed by the child's doctor, parents are required to fill in a form which is obtainable from the Club Staff.

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

28. The Club is covered by the Pre-school's insurance.

29. At the start of school a member of senior school staff will pick up the children and take them to their class. At this point your child(ren) become the full responsibility of Ashchurch Primary School.

30. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Club Staff.

31. Once a Registration Form has been completed and returned to us your child or children will be registered with our service until they leave the school.

32. The Club follows all policies of the Pre-school. Parents are asked to show agreement with these Terms & Conditions by completing and returning a signed copy to the Club Staff.

I have read, understood and agree to comply with the Terms & Conditions of The Breakfast Club:

Name of child/ren:

I have completed a Breakfast Club Registration Form and Booking Form: Y/N

I agree to my child/ren being photographed in the Club. These photographs may be used in promotional material such as press releases and the school website Y/N

Parent/ Carer Signature:

Name in full:

Date:

You will receive a copy of these Terms & Conditions, the Registration and Booking Forms