

## TERMS & CONDITIONS

1. **ADMISSIONS POLICY:** Cold Harbour Early Birds Breakfast Club is open to all children attending Cold Harbour CE Primary School, aged 4 - 11 years old.
2. When arriving at the school gate, children must be accompanied by an adult or other responsible person. Children will be collected at the school gate
3. Children will not be permitted to bring in toys or games.
4. **BOOKINGS:** Places must be booked:
  - one week in advance.
  - places are allocated on a first come, first serve basis.
  - A registration form must be completed for each child before they can attend Breakfast Club.
  - Children must be accompanied by an adult or responsible person and remain with the child until a member of staff collects the child from the school gate.
  - No refunds will be given for non attendance.
5. The cost is £3,00 per session. Payments must be made by ParentMailPMX to eliminate the need to handle cash.
6. All arrears will be politely requested after 1 week of late payment. Should fees remain outstanding after a reminder then a final request will be issued stating that non payment within 7 calendar days will result in their child's place at Early Birds being terminated.
7. **CANCELLATION:** There are no refunds /credits given due to absences unless it is the result of a closure day or planned school residential trip.
8. **UNACCEPTABLE BEHAVIOUR:** e.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.
9. **MEDICATION:** We are unable to administer medication to a child unless it is an epi-pen or inhaler. If a child is on a course of prescribed antibiotics, then the parent must come to the club and administer them.
10. Respect for, and proper use of all property, equipment and premises is expected from the users of the club.
11. All information given to staff will remain confidential.
12. It is the responsibility of the parents to inform Breakfast Club staff of any changes to contact numbers.
13. We are fully committed to caring for children with equal concern and with regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.

## **ALL ABOUT THE SCHOOL BREAKFAST ACTIVITY CLUB**

**OUR AIM** is to provide a safe, supervised and stimulating play environment for the children. Children have a chance to relax and enjoy themselves with a free choice of activities.

### **STAFFING RATIO**

There will be a minimum of 2 adults on duty with a group of children. The maximum number of children attending club, unless in an emergency is 30 in total between the Explorer room and hall. (Total of 4 adults)

One member of staff must be paediatric First Aid trained.

### **BREAKFAST**

We will provide a breakfast consisting of individually wrapped portions (e.g. wrap, brioche, yoghurt) and a carton of drink. Handling and preparation of food will be limited.

The last breakfast will be served at 8.20am. The cost will remain at £2.20 irrespective of whether or not your child eats a breakfast.

### **ACCESS**

Parents are asked to remain at the school gate until a member of staff collects the child.

### **REGISTRATION**

Every child attending Cold Harbour Breakfast Club must be registered with us. You must complete a registration form before we accept responsibility for your child.

## ***Cold Harbour CE Primary School***

# ***Breakfast Club***

## **Registration form**

Child's Name:.....

Date of Birth:..... Class ..... Year group.....

Home Address:.....

Name of Parent / Carer: .....

Daytime Contact Tel No:.....

Mobile No:..... second Mobile No:.....

Emergency Contact: Name: ..... Tel No:.....

Doctors Name and Tel No:.....

\*Details of any Special Needs: .....

\*Details of any Cultural &/or Religious needs:.....

\*Medical conditions, Allergies and Medication: .....

\*Dietary Needs:.....

\* please use separate sheet if required

**I confirm that I have read a copy of the Terms and Conditions of Breakfast Activity Club and agree to abide by them.**

**Signature of Parent/Carer:**.....

**Name Printed:** ..... **Date:** .....