

## Terms and Conditions

### **Application for a place at Breakfast Club**

A registration form must be completed and returned prior to your child starting, and we must be immediately informed of any subsequent changes. This includes emergency details and medical information.

### **Opening hours**

The Breakfast Club runs Mon-Fri from 7.45am until 8.50am when the children are passed on to their classroom. Please note that we cannot admit children before 7.45am.

### **Booking**

It is possible to book your child in for occasional days, the same days every week or all days.

Please note that we have limited places available, and we have to plan for the right ratio of adult staff, therefore it is important that you book a place for your child. The best way of booking is online at <https://parentpay.com>. If you are experiencing difficulties in using the online booking system, you can book your child in by phone call to 02084456157 (option 4). The deadline for any booking is 7am on day of attendance.

### **Charges**

£6 Per child arriving from 7.45am and before 8.40am. Please note that breakfast is only served up until 8:30am

### **Penalty**

We do not want parents to turn up with their child without booking beforehand, so there will be a penalty of £6 on top of the session charge for any children who turn up on the morning without having been booked in beforehand. There is no guarantee we can accept any 'turn up' children.

### **Cancelling**

You can cancel your child's space for Breakfast Club at any time before 7am on the day of attendance via <https://parentpay.com>. Kindly note that places that are not cancelled before 7am on the day will incur full session charges.

### **Contacting the Club in an Emergency**

In case of emergency please call the Breakfast Club directly at 02084456157 (option 4) while the club is in session.

### **Payments**

Payments should be pre-paid and must be made online via Parentpay or by childcare vouchers. Payments must be settled by the end of each week. There is a weekly £6 administration charge for outstanding payments.

### **Outstanding payments**

When two consecutive penalties have been applied and the balance remains unpaid, we cannot accommodate your child until the outstanding amount has been paid.

### **WHEN PAYMENTS ARE PERSISTENTLY LATE, ST ANDREWS RESERVES THE RIGHT TO REFUSE USE OF THE CLUB AT ANY TIME**

### **Property and belongings**

The Breakfast Club has a range of equipment for all children. It is therefore not necessary or advisable for children to bring toys from home. We are not responsible for any loss or damage to items or clothes.

### **Food**

We provide toast, cereals, yoghurt, fruit and a drink during the breakfast session as standard. Allergens are displayed in the Club according to legislation and the menu is available on request. If your child has any dietary needs, please let us know and we will try to accommodate this. Please note St Andrew's is a nut-free school.

### **Incidents and accidents**

When your child is involved in an incident or accident we will inform you of this. In an emergency we will contact you straight away. In cases where your child has been hurt we will provide you with a report slip stating all the details. When an incident takes place between children, for example when a child is hurt or called names by another child, we need to report this to the school's Head Teacher or Deputy Head Teacher who will keep a log of it.

### **Behaviour**

Children displaying inappropriate behaviour will be excluded from the Club. When children display inappropriate behaviour a written warning will be issued. After receiving three warnings the child can no longer be accommodated in the Club. Verbal or physical abuse from children or adults, aimed at staff members, will not be tolerated and may result in the child's place being terminated.

### **Acceptance of the Breakfast Club Terms and Conditions**

These Terms and Conditions came into effect from 1<sup>st</sup> September 2024. Please note that by using the Breakfast Club you thereby agree to our Terms and Conditions.