

Caversham Primary School Breakfast Club

Terms and Conditions

1. Aims

Our aims: We aim to provide a high quality service which meets the needs of both parents/Carers and children. For parents/Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aim of Caversham Primary School Breakfast Club and to uphold and promote its good name. Caversham Primary School Breakfast Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Sickness

Parents/Carers must inform Caversham Primary School Breakfast Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/Carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from the school office. A child must not be brought to Caversham Primary School Breakfast Club if unwell.

3. Parents/Carers authority

Welfare of the child: The Parents/Carers authorise Caversham Primary School Breakfast Club to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/Carers consent also to 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 numbers provided in time.

Absent Children: It is the responsibility of the parent/Carer to sign their child in at the beginning of the session; children must be delivered to the teaching kitchen door. Absent children will be followed up from the school's class registers at the beginning of the school day.

Accidents: All accidents, that staff are made aware of, are documented in an accident book and reported to parents/Carers.

Loss of property: Caversham Primary School Breakfast Club will not be liable for loss of property brought onto the premises by parent/Carer or child.

4. Entry to Caversham Primary School Breakfast Club

In the event of over subscription priority will be given to siblings of pupils attending Breakfast Club.

Registration:

- **Ad hoc Sessions** - Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with session prepayment, a child will be registered with our service and bookings for sessions may be made.
- **Regular sessions** - Following receipt of an application form and signed terms and conditions, the Parent/Carer will be notified if they have been successful in obtaining a place at the Caversham Primary School Breakfast Club.

Booking a place:

- **Ad hoc Sessions** - these must be requested in writing giving at least 2 days notice. The Parent/Carer's account must be in credit before applying for an ad hoc session. The parent/Carer will be notified whether a place is available as soon as possible after receiving the request for a place.
- **Regular sessions** - On receipt of an application form the school office will advise whether a space is available. If a space is available the parent/Carer will be advised and a deposit (refundable when the child leaves) will be payable. If no space is available, then the parent/Carer will be notified that their child is on the waiting list.

Session Availability

The Breakfast club will run from 8:00 am to 8:40 am. There will be no sessions during school holidays or inset days. At the end of the session the children will go to their class.

5. Fees

- Parent/Carers that choose to use the club on an ad hoc basis must ensure that their account is in credit. Sessions will not be allocated if funds are not available.
- Invoices for regular sessions will be sent out monthly. These are payable on receipt. If no payment is received the school reserves the right to cancel a child's place.
- No refund will be given for sessions only part attended.

- No refund will be given if the child is absent or sick
- Fees cover breakfast. No partial refund will be given if a child attends too late to receive breakfast. Breakfast will be served until 8:20am.
- If the school closes the Breakfast club due to unforeseen circumstances Parent/Carers will not be charged for these sessions.
- Fees are the responsibility of each person who signed the application form or who has parental responsibility for the child.

Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

6. Cancellation and removal

Termination of the Contract:

- **Ad hoc Sessions** - If parent/Carers are told that their requested sessions are available but they choose not to send their child (without informing the breakfast club prior to the day of the session) a charge will still be made.
- **Regular sessions** - two weeks' written notice must be given to cancel or alter a child's sessions. If no notice is given then two weeks' notice will be charged, even if the child does not attend. The club will try to accommodate any changes to session requirements, but cannot guarantee this.
- A child will leave Caversham Primary School Breakfast Club when s/he leaves Caversham Primary School.

Removal: Parents/Carers may be required to remove the 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 Caversham Primary School Breakfast Club. The child will also forfeit their place at the club if the parent is persistently rude to staff.

There would be no refund of fees in these circumstances.

7. General Conditions

Disclosures: The 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 Manager has a duty to report any significant concerns s/he might have about the safety/well-being of a child to Social Services.

Confidentiality: Parents/Carers agree to inform Caversham Primary School Breakfast Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

Caversham Primary School Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties: Parents/Carers should notify Caversham Primary School Breakfast Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment: Caversham Primary School Breakfast Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Caversham Primary School Breakfast Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities.

Discipline: The 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 Caversham Primary School Breakfast Club community.

Photographs/video: Parents/Carers who do not wish their children to be photographed or videoed in Caversham Primary School Breakfast Club must write to the Supervisor stating this. Photographs/video of the children may be used in Caversham Primary School Breakfast Club's promotional material such as press releases and school website. Parents/Carers who do not wish their children's images to be used in this way should inform the Supervisor in writing.

Severe weather: In the event of Caversham Primary School Breakfast Club's closure due to severe weather parents/Carers will be informed via the school website and via the email system. A refund of session fees would be made under these circumstances.

Insurances: Caversham Primary School Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Caversham Primary School Breakfast Club is covered by the school's insurance.

Complaints: Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform Breakfast Club Supervisor. The Complaints Policy is available from the school office.

Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Supervisor.

Jurisdiction: This contract was made solely with Caversham Primary School Breakfast Club overseen by Caversham Primary School.

7. Breakfast club Policy documents

More details of the Breakfast Club working practices may be found in the following policy documents;

Fees Policy

Complaints Policy

Medicine Policy
Health and Safety Policy
Anti Bullying Policy
Safeguarding Policy
Special Educational Needs Policy
Equal Opportunities policy
Food and Drink Policy
Smoking / Alcohol / Other substances Policy
Attendance / Sickness Policy
Behaviour Policy
Admissions Policy
Allegations against staff policy

If a copy is required of any of these policies a request for a copy can be made to the school office.

I have read, understood and agreed to comply with the Terms and Conditions of the Caversham Primary School Breakfast Club.

Name of child/children: _____

Parent/Carer Signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

Please return this copy