



MOSS PARK PRIMARY SCHOOL BREAKFAST & AFTER SCHOOL CLUB CONTRACT

This contract outlines the rules and regulations for attending Breakfast and/or After School Club run by Moss Park Primary School for pupils attending Moss Park Primary School. This contract will be renewed every academic year to ensure all parties are aware of their obligations including the information regarding payments and attendance notification. The school's policies, rules and regulations will apply whilst your child is attending the Breakfast and After School Club. The Breakfast and After School Club policy can be located on the school website [Moss Park Primary Breakfast and After School Club](#)

Please retain this page for your records and sign & return the attached reply slip.

Sessions

The school offers the following sessions:

Breakfast Club – from 8.00am until 8.45am – £2.70 per session (Latest arrival 8.30 am to ensure a breakfast can be provided.)

After School Club {Short session} - after school until 5.00 pm – £9.50 per session
(If your child is not collected by 5.00pm then a full session will be charged)

After School Club {Long session} - after school until 6.00 pm – £13.50 per session.
(Please note that if your child is picked up after 6pm on 3 occasions in a term, their place will be withdrawn)

All sessions include a drink and a snack.

If your child also wishes to attend any after school sports/activity clubs (payable separately) then afterwards goes to the After School Club, the appropriate session for the ASC will still be charged as a space will have been reserved for your child.

Booking

Once you have returned the Contract and Registration Form you will be added to the Breakfast and After School Club booking system on ParentPay where you will then be able to book your child on to sessions. You will need to book your sessions for After School Club at least **24 hours in advance**. You can book Breakfast Club up until 8.00am the same day on ParentPay.

If you no longer require a session, you must cancel the session on ParentPay **up to 24 hours** before the session. If you do not cancel the session you will still be charged.

Please contact the school office to book 'on the day' emergency sessions.

Activities

The Breakfast Club provides before school care with breakfast and a drink. Breakfast includes a selection of cereals and toast. There are games and activities for the children once they have eaten.

The After School Club provides after school care and offers a range of games and activities including sports, crafts, sport, board games and a quiet area. The children also make use of the playground, outdoor learning

zone and outdoor play equipment. All sessions include a drink and a snack. All extended services are subject to normal school policies, rules and health and safety requirements.

Arrival & Departure

Breakfast Club Arrival

The children arrive through the side entrance of the junior hall from 8.00am and must be signed in by a member of staff at the door. Breakfast is provided before the children head to their classroom at 8.45am. Children should not arrive later than 8.30am to ensure a breakfast can be provided.

For the Health and Safety of our pupils and staff, the staff car park **must not be used** for dropping off children at Breakfast Club. Parents and Carers should park on the road outside school and escort the children through the pedestrian entrance to Breakfast Club.

After School Collection and Departure

The Infant children are collected from their classroom by a member of staff at 3.25pm. The junior children make their own way to the hall at 3.25pm. They are taken to the Infant hall where a snack and drinks are provided.

The person collecting the child should go through the Infant School playground side gates and wait at the doors of the Infant hall. A member of staff will collect your child and you will sign them out.

Payments

Payments should be made on-line via ParentPay. Payment **MUST** be made before your child attends. If your account is in debt then we reserve the right to remove your child's place until the debt has been paid.

Behaviour

'Ready, Respectful, Safe'

Whilst attending Club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the staff from both Breakfast and After School Clubs may decide to not allow the child to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Absences

If your child is absent from school and you have a Breakfast Club or After School Club session booked for that day you will need to inform the school office, either by email or phone, as you are not able to cancel these sessions on the same day on ParentPay. If your child does not attend a session for any reason and the office have not been informed then we reserve the right to charge for the missed sessions.

Cancellation

Unless your child is ill at least 24 hours' notice is required for a cancelled session otherwise we reserve the right to charge for the sessions missed. You can cancel sessions on ParentPay until 24 hours prior to your booking.

Late Collections

If a child who is booked in for the 'short session' is not collected by 5.00pm then a 'long session' fee of £13.50 will be charged.

If a child has not been collected by 6.00 pm then the first contact will be telephoned. Then any subsequent contacts as per the Registration Form 2026- 2027. School will contact the police and/or social services if no contact has been obtained by 6.30pm.

If a child is collected late on 3 separate occasions in a term they will no longer be able to attend any further After School Club sessions until the following term and their name will be removed from the ParentPay booking system.



**MOSS PARK PRIMARY SCHOOL
BREAKFAST & AFTER SCHOOL CLUB CONTRACT**

Please return this reply slip, retaining the attached Breakfast & After School Club Contract for your records, and the Breakfast & After School Club Registration Form before your child attends any sessions.

By signing this form I confirm that I have read the Breakfast & After School Club Contract and have completed the Breakfast & After School Club Registration Form and am aware that I am bound by the contract including the information regarding payments and attendance notification.

Name of Child: _____ **Class:** _____

Signed: _____ **Date:** _____

Printed Name: _____ **(Parent/Carer)**



**MOSS PARK PRIMARY SCHOOL
BREAKFAST & AFTER SCHOOL CLUB REGISTRATION FORM**

Name: _____ Class: _____

First Contact – This MUST be a parent/carer.

Name: _____ Relationship to child: _____

Mobile number: _____ Additional number _____

Authorised to collect the child: Yes / No

Additional Contacts (Parents/Carers MUST provide at least two alternative contacts)

2. Name: _____ Relationship to child: _____

Mobile number: _____ Authorised to collect the child: Y / N

3. Name: _____ Relationship to child: _____

Mobile number: _____ Authorised to collect the child: Y / N

Please provide any additional contacts on the reverse, including all relevant information.

Dietary Needs (Please note that the school office should also made be aware of this information.)

Any dietary needs – vegetarian / vegan / gluten free / halal / no dairy / non-halal / other (please state below)

Any additional dietary information (please provide medical evidence if appropriate)

Medical Information (Please note that the school office should also made be aware of this information.)

Has your child been diagnosed with asthma? Y / N

Does your child have an inhaler? Y / N And spacer? Y / N

Please specify the correct dosage prescribed by the doctor, i.e. colour of inhaler, number of puffs and when required _____

Please note your child MUST have an in date inhaler (and spacer, if required) in school at all times.

Does your child have any other medical conditions/needs of which we should be aware? Y / N

If yes, please provide specific details:

- ☐ Allergy (please advise allergy including nut, bee sting, etc) _____
 - ☐ Diabetes
 - ☐ Epilepsy
 - ☐ Hearing impaired
 - ☐ Vision impaired – this does not include wearing glasses to correct long/short sightedness (see below)
 - ☐ Wears glasses (long/short sighted)
 - ☐ Other _____
-

Please advise us of any additional information that you feel we need to be aware of regarding your child's medical condition(s):

Does your child need to take regular medication during the Breakfast Club / After School Club hours? Y / N

If yes, please provide full details: _____

Any medication brought into Breakfast club / After School club / school, at any time, must be handed in to the school office in the morning, clearly labelled, and a Parent / Carer consent form completed.

If emergency treatment is required, and the Parents / Carers cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their own judgement in calling a doctor, an ambulance or to transport your child to a hospital casualty department.

Please book your Breakfast and After School Club sessions on ParentPay. If you require an emergency on the day booking please contact the school office.

By signing this form I/we confirm that I/we have completed the above Breakfast & After School Club Registration Form and have read the Breakfast & After School Club Contract and we are aware that we are bound by the contract including the information regarding bookings, payments and attendance notification.

Signed: _____ Date: _____

Printed Name: _____ (Parent/Carer)

