PERRYFIELDS JUNIOR SCHOOL

‘BREAKFAST CLUB’
BEFORE SCHOOL CHILDCARE

Introduction

Welcome to Perryfields Junior School Breakfast Club. The club is open Monday to Friday from 7.45-8.50 a.m. Excluding school holidays and inset days.

The children are offered a range of structured activities including; reading, ICT (iPads) and board games. The children are provided with a healthy breakfast and a drink, which will be served until 8.30am. They are given free time to develop role play and encouraged to interact with each other under the supervision of trained staff.

The cost of each session is £5.50.

Contact Numbers

The mobile contact number for the Breakfast Club is 07919 091115. This number is in use from 7.45am-8.00am.

At all other times please contact the school office on 01245 250781.

Please find attached:

- Terms and conditions
- Personal information form
- Medical and consent forms
- Registration form

Please read through this document carefully retaining the information for your records.

Please complete all forms and return to the School Office as soon as possible.

PERRYFIELDS JUNIOR SCHOOL BREAKFAST CLUB - TERMS AND CONDITIONS

The terms and conditions below relate to Perryfields Junior School Breakfast Club, after school childcare. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be resolved before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.

2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the school office.

3. Those on the club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.

4. Breakfast Club starts at 7.45 a.m. and will meet in the school hall. Breakfast will be served until 8.30am. The session will end when the school day begins.

5. Children must be brought into the school foyer by a responsible adult. Please ring the bell to alert the Breakfast club you have arrived. The children will be collected from the reception waiting area and taken into the hall. Please do not leave your child in the foyer until they have been collected/let through by a member of staff.

6. The Club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.

7. It is the responsibility of the parent/carer to inform the school should a child not be attending school, please also highlight that your child will not be attending the extended day provision and this information will be given to the Breakfast Club and/or After School Leader on that day.

   Please Note: If your child is unable to attend for any reason you will not be entitled to a refund.

   Parents/carers are advised to speak to the School Business Manager about payment of fees in cases of prolonged absence.

   A child's continued place in the Breakfast Club at Perryfields Junior School is dependent on sustained payment of fees.

8. Bookings for both After School and Breakfast clubs are made through the Schools Cashless System for each month. Any cancellations made during the month will have been charged for when booking and cannot be refunded.

   Invoices are payable via our online Cashless system; a paper copy can be produced on request. We accept Childcare Vouchers.

9. We realise that some parents will only require sessions on an occasional basis or with little notice (ad-hoc). Wherever possible we will try to accommodate these requests, however, we can only guarantee spaces for children who have an ongoing booking with the club. **Fees for last minute reservations must be paid via the Cashless system once the space has been confirmed with the school office.**

10. **Ad hoc sessions (non-attendance);** If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the school and your child will not be able to attend further club sessions until payment has been made.

11. Outstanding payment: we reserve the right to refuse any child entry to Breakfast Club if payment is not made.

12. Once your child has been allocated a place you must give four weeks' term time notice to cancel this agreement. Any session within this one month notice period will need to be paid in full.

13. The extended school services are additional care outside normal school hours. The Club's policies and procedures reflect the school policies and procedures and parents can read the policies and procedures on request at the school office.

14. Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

15. We endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Extended Club staff. If this is does not resolve your query or concern please contact the School Business Manager. If you are still unable to resolve any issue please follow the school's formal complaint procedure.

BREAKFAST CLUB - CHILD'S PERSONAL DETAILS

Full name of child: .....

Date of Birth: ..... Gender Male / Female

Child's Home address: .....

.....

.....Postcode: .....

DETAILS OF PARENT/CARER		
Full names:	**Parent/Carer 1**	**Parent/Carer 2**
Relationship to child:		
Home address: **Postcode:**		
Home phone:		
Work phone:		
Mobile:		
Email:		

(continued over)

MEDICAL INFORMATION

Name of doctor.....

Doctor's surgery and address .....

……Postcode: .....

Doctor's telephone number.....

Known medical conditions, allergies, special dietary and health needs: □ Yes □ No

If yes, please give details .....

.....

Details of any medication being used .....

.....

Has your child received a tetanus injection in the last five years : □ Yes □ No

To the best of your knowledge has your child been in contact with any contagious or infectious diseases, or suffered anything that may be, or become contagious or infectious?
□ Yes □ No

If yes, please give details .....

.....

Any other relevant information we should be aware of?

.....

I undertake to inform the staff of the Breakfast Club at Perryfields Junior School as soon as possible of any change in medical conditions and/or any other relevant circumstances.

Signed:……

Parent/Carer:……..Date: ……

(continued over)

Arrangements in the case of sickness and/or any emergency:

Perryfields Junior School Breakfast Club does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carer at the earliest opportunity. Staff have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Perryfields Junior School Breakfast Club taking such action in your absence.

I *(print name)* ……..…….. give my consent to Perryfields Junior School Breakfast Club administering basic first aid (of which a written record will be kept).

Signature of Parent/Carer: ……

Date: ……

I *(print name)* …… give my consent to Perryfields Junior School Breakfast Club signing any written form or consent required by hospital authorities, including anaesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of Parent/Carer: ……

Date:……

ARRIVAL AT BREAKFAST CLUB

I confirm that a responsible adult will bring my child to Breakfast Club for every session he/she attends. The responsible adult will remain with my child until they are collected by a member of the Breakfast Club staff.

Name of Parent/Carer: .....

Signed Parent/Carer: ……..Date: ……

(continued over)

PERRYFIELDS JUNIOR SCHOOL BREAKFAST CLUB PHOTOGRAPHY CONSENT FORM

The issue of child safety is taken very seriously at Perryfields Junior School. This includes the use of images of pupils. These may be used for display/training purposes within the Club.

Including images of children in Perryfields Junior School Breakfast Club publications and on the Perryfields Junior School website can be motivating for the children involved. However, Perryfields Junior School Breakfast Club has a duty of care towards children, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to Perryfields Junior School Breakfast Club taking and using photographs and images of their children. Any use of pupil images at the Club is underpinned by the Policy of Perryfields Junior School. We will never include the full name of the pupil alongside an image.

Permission for Photographs and Digital Images

I consent to photographs and digital images of the child named below, appearing in Perryfields Junior School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected.

I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the Breakfast Club at Perryfields Junior School.

- We/I give permission for my child to be photographed.
- We/I give permission for my child to be videoed.
- We/I give permission for my child's photograph/video to be placed on Perryfields Junior School's website.
- On receipt of specific information, and a separate consent for each promotional activity, we/I give permission for my child's photograph/video to be considered for external promotional activities at Perryfields Junior School Breakfast Club.

Name of Child: ……..…..

Name of Parent/Carer: .....

Signed: Parent/Carer: ……...Date: ……

OUTDOOR ACTIVITIES- within the school grounds at Perryfields Junior School

From time to time the Breakfast Club at Perryfields Junior School may take the children on short supervised outings within the enclosed school grounds, the school hall, the school enclosed playground and quadrant.

- We/I hereby give permission for my child to be taken on outings within the enclosed school grounds, the school hall, the school enclosed playground and quadrant.

Signed: ……..……..Parent/Carer Date: ……

(continued over)

PERRYFIELDS JUNIOR SCHOOL BREAKFAST CLUB - REGISTRATION

Name of child ……

to start on: …… for …….. number of *sessions/days* per week.

Operational hours: These are during school term dates only **and exclude Inset days** at Perryfields Junior School and also the last day of the Autumn, Spring and Summer Terms.

Morning session: 7.45-8.50 a.m.	Mon	Tues	Wed	Thurs	Fri

Signed: ……..……...(Parent/Carer)

Name…….. Date :……..

Please note that:

- Perryfields Junior School Breakfast Club reserves the right to amend the terms/conditions at any time.
- A copy of insurance policies is available from Perryfields Junior School for parents/carers to ensure that their needs and those of their child are met.
- It is our policy that everyone who attends, works in or visits Perryfields Junior School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

Agreement between parent(s)/carer(s) and the Breakfast Club at Perryfields Junior School:

I understand that by completing and signing this contract and registration form:

- I agree to meet the terms and conditions of Perryfields Junior School Breakfast Club.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Perryfields Junior School immediately I am informed that he/she is unwell.
- I agree not to send my child to Perryfields Junior School Breakfast Club if he/she is unwell.

Name of Parent/Carer 1

……

Signature of Parent/Carer

……..…….....Date:…….

Name of Parent/Carer 2

……..……

Signature of Parent/Carer

…….Date:……

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Perryfields Junior School.

This **contract and registration form** was passed for use in Perryfields Junior School Breakfast Club

On:…… By:……

Position:……..