

Breakfast Club Terms and Conditions

General:

1. The Breakfast Club is open to children attending Titchmarsh Primary School in Reception through to Year 6 and is run by school staff.
2. The club is open from 7.50am to the start of the school day, Monday to Friday during term time only.
3. The club provides a balanced breakfast (cereal, toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
4. Breakfast will be served between **8.00am and 8.15am**.
5. Children must be accompanied to Breakfast Club by an adult and arrive at the Grey Room via the Green Door where the child should be signed in and handed over to a member of Breakfast Club staff.
6. When Breakfast Club ends the children will go directly to their class ready for the start of the school day.

Bookings:

7. Bookings must be made on the Breakfast Club Booking Form, which is available from the Breakfast Club Supervisor, the School Office or the School website.
8. Enquiries regarding the Breakfast Club should be made to Ms Wilde, Miss Huxtable or the School Office.
9. Bookings should be made in advance, where possible, as places at Breakfast Club are limited to 20 children per session. We will aim to accommodate all requests made.
10. If your child is unable to attend their pre-booked session, please inform the school giving at least 24hrs notice of the cancellation - see section 14.
11. In the event that you would like to change the day(s) that your child attends Breakfast Club a new booking form must be completed with your new requirements.

Payments:

12. The charge for each session is £4.00 per child. Prices will be reviewed on a termly basis. Payments can be made by cash, cheque or child care vouchers. All cheques to be made payable to NCC Titchmarsh Primary School. Copies of remittances are required if paying by child care vouchers.
13. Payments must be made when submitting the booking form. Where a payment has not been received in advance a place at Breakfast Club cannot be guaranteed.
14. All payments are **non-refundable** as provisions are purchased based on the number of children booked at each session. Refunds and credits will not be given for non-attendance or cancellations, unless there are exceptional circumstances; this decision will be made by the Executive Headteacher.
15. Children should not bring their own toys, games or any items of value into Breakfast Club. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions:

16. Please ensure that any special dietary requirements and any medical information is provided when completing the booking form. We are unable to administer un-prescribed medication to a child at Breakfast Club. An 'Administration of Prescribed Medication' form is available at the School Office, should it be required. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
17. Children are not permitted to bring their own food to Breakfast Club.

Withdrawing an offer of a place:

We reserve the right to withdraw an offer of a place in the following circumstances:

18. Unacceptable behaviour resulting in distress or disruption to children at Breakfast Club.
19. Where payments are not made in advance and arrears are accumulating; we reserve the right to cancel the booking with immediate effect. Action to recover payments due will be taken as detailed in the school's Financial Management Policy.