

Finstall First School Breakfast Club Terms and Conditions.

1. Aims

(a) 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, challenging, 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 Breakfast Club and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

(b) The child's health: Parents/carers must inform Breakfast Club if the child has any known medical condition or health problem or has been in contact with infectious diseases.

2. Parents/carers authority

(a) Welfare of the child: The parents/carers authorise 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.

(b) Accidents: All accidents that staff are made aware of are documented in an accident book and reported to parents/carers.

(c) Loss of property: Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.

3. Entry to Breakfast Club

(a) Registration: Once a registration form has been completed and returned to us a child will be registered with our service.

(b) Booking a place: A place can be booked in writing or verbally, but this must be done at least 24 hours in advance. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed. (see clause 5a).

(c) 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.

Notice of any changes will be given in writing as soon in advance as practicable.

4. Fees and Extras

(a) Items Covered: Fees cover meals and snacks

(b) Payment of Fees and Extras: An invoice will be prepared on receipt of the registration form and must be paid IN ADVANCE of each term.

(c) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

5. Cancellation, Withdrawal and Fees in Lieu

(a) Cancellation policy: If parents/carers do not wish their child to attend a session they must notify Breakfast Club at least one half term in advance. Failure to do so will incur payment in full, whether sessions were attended or not.

Fees will not be waived through absence or sickness (this includes holidays taken during term time), unless a half terms notice is given.

(b) 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 Breakfast Club. **There would be no refund of fees in these circumstances.**

6. General Conditions

(a) Disclosures: The Managers 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.

(b) Child Protection: To ensure the safety of all children, the Breakfast Club staff have an obligation to pass on any concerns related to child protection issues to the appropriate agencies.

(c) Confidentiality: Parents/carers agree to inform Mr.Evans or Mr.Smith of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

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

(d) Learning/Physical Difficulties: Parents/carers should notify Breakfast Club that their child may have learning/physical difficulties.

(e) Equal Treatment: Breakfast Club welcomes staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally. 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. The Breakfast Club will follow the school's Equal Opportunities Policy.

(f) Discipline: The parents/carers hereby confirm that they accept the authority of the Managers and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Breakfast Club community. The Breakfast Club will follow the whole school Behaviour Policy of the school which incorporates the Anti-Bullying Policy and Racial Equality Policy.

(g) Photographs/video: Parents/carers who do not wish their children to be photographed or videoed in Breakfast Club must write to the Supervisor stating this. Photographs/video of the children may be used in 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 Managers in writing.

(h) Severe weather: In the event of Breakfast Club's closure due to severe weather parents/carers will be able to ring the school's vital information line. 08712207795

Fees will be waived in these circumstances and credit notes will be issued.

(i) Insurances: Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

(j) Complaints: Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. The Complaints Policy of Breakfast Club falls under the school's non-curriculum Complaints Policy.

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

(m) Jurisdiction: This contract was made solely with Breakfast Club overseen by Finstall First School.

I have read, understood and agree to comply with the Terms and Conditions of the Breakfast Club.

Name of child/children: _____
Parent/Carer Signature: _____
Name in full: _____
Relationship to the child: _____
Date: _____

Please return this copy