

ST TERESA'S CATHOLIC ACADEMY

BREAKFAST CLUB TERMLY CONTRACT

CHILD/CHILDREN'S NAMES:-----

CLASS:-----

DATE TO START SESSIONS:-----

I wish my child to be booked regularly to the following sessions

Mon	Tues	Wed	Thurs	Fri

I wish my invoice to be sent via e-mail and my address is

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Please give details of any medical condition staff should be aware of

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Please give details of any allergies e.g. foods, skin contact

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Please give any other information you feel our staff should know about your child:

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.....

I agree to the terms and conditions as detailed below.

Signed
(Parent/Guardian).....Date.....

BREAKFAST CLUB TERMS AND CONDITIONS – (please keep this sheet)

- ABSENCES** Refunds will not be given for non-attendance ad-hoc bookings unless 24 hours' notice is given. No refunds for non-attended contracted sessions are available.
- ACTIVITIES:** After breakfast children may choose activities from a wide range of board games and arts & crafts equipment.
- ADHOC BOOKINGS:** Additional sessions may be booked at the reduced rate of £5.50 per session but will be subject to availability.
- BEHAVIOUR:** In the event of a pupil behaving in an unacceptable manner the child will be given a warning and the parents will be notified. If this occurs on more than two occasions, on the third occasion, the child will be unable to attend his or her next session.
- BREAKFAST:** Will be served until 8.25am. Children can choose their breakfast from a choice of healthy cereals and Semi-skimmed milk or wholemeal toast and spreads and fruit juice. Please advise of any dietary requirements before your child starts.
- DROP OFF:** **No parking on the school site.** Breakfast Club starts at 7.55am. Children arriving after 8.40am should enter through the main school gate and not into Breakfast Club. All children should be brought to the Breakfast Club entrance in the morning this is accessed via the Pre-school gate. Please ensure that you sign your child in on the registers as this is our only record should there be a fire. Children are not allowed to arrive at Breakfast unaccompanied, all children must be signed in by an adult. Any messages for teacher can be left on our message board along with any paperwork for the school office.
- FEES:** Parents will be invoiced for the whole term. Invoices should be paid in advance either monthly, half termly or termly. Payment can be made by cash, cheque, direct payment or by childcare vouchers, details are provided on each invoice. Payment should reach our bank account by the end of the month, please allow 3 working days for payments to reach our account. Any payments received after this date will be subject to a £25.00 late fee. Any cheques returned by the bank will also incur a £4.00 admin fee.
- NOTICE PERIOD:** One month's notice is required to cancel or reduce any contracted sessions. Parents will still be invoiced for one calendar month following the date the notification regardless of when in the month you advise us. Increases in contracted sessions will be subject to availability.

In the event of school closure due to critical weather conditions or emergencies, refunds will not be given. However, if you wish to book any additional sessions as compensation then these can be booked, subject to availability. **Mobile phones should not be used or seen at any time whilst on school premises.**