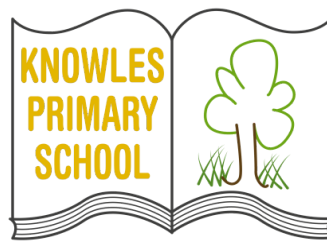


## **BREAKFAST CLUB**

### **Terms & Conditions**

1. **Admissions policy:** Knowles Breakfast Club is open to all children attending Knowles Primary School.
2. When arriving at the Club children must be marked into the daily Breakfast Club register.
3. Unless it is requested, children should not bring toys, games or valuable items onto the site. We will not accept responsibility for any such items.
4. **Bookings:** Bookings should be made on a regular basis. Once your days are confirmed, these sessions will be guaranteed until you give 1 weeks notice in writing that you wish to cancel or amend your regular sessions. If you fail to comply with these requirements then 1 weeks fee will still be payable. Accounts are settled in advance on a weekly basis. Subject to availability, short-term bookings will be accepted, payable on booking, giving us as much notice as possible. If payment is not received within 2 weeks of attending and after 3 reminders for outstanding fees, then your child's membership with breakfast club may be revoked.
5. Cheques should be payable to ' Knowles Primary School'
6. **Cancellation:** There will be no refunds/credits given due to absences unless it is the result of a closure day. Parents providing at least 5 school days notice of holiday absence will receive a refund for these Days.
7. **Unacceptable Behaviour:** e.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.
8. **Medication:** we are unable to administer medication to a child unless it is medication to an allergy such as an epi-pen. If a child is on a course of prescribed antibiotics, then the parent must ensure that these have been administered. Small grazes and bumps will be dealt with by the club staff.
9. **Respect for, and proper use of all property, equipment and premises** is expected from the users of the club.
10. **All information given to staff will remain confidential.**



11. It is the responsibility of the parents to inform Breakfast Club staff of any changes to contact numbers.

12. We are fully committed to caring for children with equal concern and regard their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.

## About our Breakfast Club

**Our Aim** is to provide a safe, supervised and stimulating environment for all the children.

**Staffing Ratio** There will be 3 members of staff on duty. The maximum number of children attending the club, unless in an emergency will be 60.

**Breakfast** We will provide a breakfast consisting of Cereal, fruit juice, milkshake and toast with a topping.

The last breakfast will be served at 8.20 am this is due to any late arrivals.

**Access** Parents will be asked to bring their children to the front door which is by the school reception. A member of staff will be there to greet you.

**Escort Service** The children from the lower school will be escorted through the car park and across the road where they will be handed over to a member of staff from the lower school. The children from the upper school will be allowed onto the playground at 8.40am

**Registration** Every child attending Breakfast Club must be registered with us. You must complete a registration form before we accept responsibility for your child.