



West Kingsdown CEP

Breakfast Club Terms and Conditions

Health and Well-Being

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 this 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 the Breakfast Club and uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

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. Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency that are deployed in the School office and a child must not be brought to Breakfast Club if unwell.

Parents / Carers Authority

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.

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

Loss of Property: West Kingsdown Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.

Entry to West Kingsdown Breakfast Club

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

Booking a Place: A place can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

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 as practicable.

Termination of the Contract: A child will leave Breakfast Club when they leave West Kingsdown Primary School. A child will no longer be registered with our service if they have not attended for one term.

Fees and Extras

Items Covered: fees cover breakfast, supervision and activities.

Payment of Fees and Extras: Fees are to be paid weekly **in advance** . Exceptional circumstances: if a parent/carer is supporting a school activity the fee will be waived **IF WE HAVE RECEIVED PRIOR NOTICE**. Children will be excluded from Breakfast Club at any time when fees are unpaid after 2 written reminders.

Payment

Payment can be made wither by:

- Cheque (please make cheques payable to West Kingsdown Primary School)
- Cash (in a sealed envelope with your child's name and class included)

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

Cancellation, Withdrawal and Fees in Lieu

Cancellation Policy: If parents / carers do not wish their child to attend a session they must inform the school in advance. Failure to do so will incur payment in full, whether sessions have been attended or not.

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 interest of Breakfast Club. **There would be no refund of fees in these circumstances.**

General Conditions

Disclosures: The school 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.

Child Protection: Breakfast Club staff have a duty to report any significant concerns they might have about the safety/well-being of a child to the Designated Safeguarding Lead-Mrs Phillips.

Confidentiality: Parents/carers agree to inform West Kingsdown Breakfast Club 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.

Equal Treatment: Breakfast Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. 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. Breakfast Club will follow the school's Equal Opportunities Policy.

CODE OF BEHAVIOUR

The code of behaviour for the Breakfast Club is simple and mirrors the high expectations within West Kingsdown Primary School.

Within the school the whole ethos is based on individual development, self control, mutual respect and the development of self-esteem.

All the children will be made aware of this Code of Behaviour and it will be explained to them in such a way that is appropriate for their age group.

Everyone at Breakfast Club is expected to:-

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
- Respect everyone at the Breakfast Club and their right to be happy and safe.
- Listen to everyone at the Breakfast Club and respond appropriately to them.
- Look after and respect the resources that are used.
- Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
- Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour.
- If poor behaviour is serious and /or persistent, parent/carers will be informed wither verbally or in writing and asked to meet with staff.
- Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and happiness of themselves of others, then the offer of a place at Breakfast Club will be removed.

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/videos or the children may be used in Breakfast Club's promotional material such as press releases and on the school website. Parents/ carers who do not wish their children's images to be used in this way should inform the Supervisor in writing.

Severe Weather: In the event of the Breakfast Club's closure due to severe weather parents/carers will be contacted via the emergency telephone number they provided. **Fees will be waived in these circumstances.**

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

Complaints: Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay, following the complaints procedure which can be located on the school website:

www.west-kingdown.kent.sch.uk

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

Opening Times: Monday to Friday, Term Time 7.30am – 8.50am (excluding Bank Holidays and INSET Days)

On arrival

Parents are asked to leave their child at the door by the office with a member of staff who will take them inside, register them and ensure that they are settled.

Children who require food at Breakfast Club must be seated before 8.00am.

Children will remain in the care of Breakfast Club staff until handed over to the adult on duty

MEDICAL INFORMATION (Please return to office)

Child's Name.....Date of Birth.....M/F

Any medically diagnosed medical condition (e.g. Asthma, Diabetes, Epilepsy etc.) Yes / No

Please specify.....

Does your child suffer from any medically diagnosed allergies? Yes / No

Please specify.....

Current Medication.....

If appropriate, please provide the school with a care plan.

Own G.P's Details: Name.....

Surgery Address.....

Telephone No:.....

The Breakfast Club will provide a light breakfast (cereal, toast and fruit).

My child can eat a variety of foods.....

My child should not eat the following foods:

.....
Reason: Personal Choice/Religious Reasons / Allergy *please delete as appropriate)

MEDICINES

Although this is not compulsory, we have made the decision that we will administer prescribed medication to your child during school hours if necessary. However, in order for us to do this the following strict procedures must be adhered to:

- All medication (including non-prescribed items) **must** be handed, by an adult, to a member of staff who will ask you to complete and sign an 'Administering Medication in Schools Form'. A letter will not be accepted. Forms available from the school office.
- Medication will be passed to the School Office. If appropriate, an adult must collect medication from the school at the end of the day.
- If your child has a medically diagnosed condition which requires special or continuing consideration, or medically diagnosed allergy which may require treatment in school then parents must ensure to provide a detailed care plan which includes a current passport type photo of your child together with the appropriate medication.
- It remains the parent's responsibility to ensure that all necessary medications are supplied and within expiry dates.

I give permission for first aid to be administered to my child if necessary.

I give permission to call emergency services for my child if necessary.

Signed.....Parent/Carer

(Please keep us informed of any changes to the above information.)

