



FERNDOWN FIRST SCHOOL BREAKFAST CLUB AGREEMENT

Information

- Ferndown First School Breakfast Club will run Monday to Friday from 7.45am until the start of school. It will not operate in school holidays, Bank Holidays or on INSET Days.
- Children eligible to attend the Breakfast Club must be pupils attending Ferndown First School.
- Children who arrive at the staff entrance at 7.45am will be registered and escorted to the Breakfast Club by a member of staff.
- Children who arrive later than 7.45am should wait with their parents by the staff entrance for a member of staff to collect them.
- Access to school will be via the staff entrance until 8.10am.
- The choice of Breakfast will vary from day to day but will include a choice of cereals, toast, fruit and fruit juices. This will be served until 8.10am
- A variety of indoor and outdoor activities supervised by Breakfast Club Staff will be provided to occupy the children until the start of school.
- Children will be sent to their classrooms at the appropriate start time ready for morning registration.

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, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy.
- Parents/carers are expected to give their support and encouragement to the aim of Breakfast Club.
- Breakfast Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Booking

- Up to 30 spaces are available at Breakfast Club.
- Parents must read the Breakfast Club Agreement and complete a registration form prior to booking a space on Breakfast Club.

- Only children for whom a Registration Form has been completed and whose place has been booked via parentmail in advance, may attend Breakfast Club.
- Bookings must be made by the parent via Parentmail. We are unable to accept bookings via e-mail.
- All places must be booked and paid for in advance at least 48 hours prior to attendance. Please note you will be unable to book a place outside of this notice period.
- Where parents choose to pay via a childcare voucher scheme they must still book a place via parentmail and make their voucher payment within 1 week of the booking.
- Places are offered on a first come first served basis although priority will be given to the children of school staff, should a place be required to enable them to carry out their duties within the school and children from families with identified needs, should a place be deemed beneficial for them.

Payment of Fees and Cancellation

- Ferndown First School Breakfast Club is self-financing. No financial support is received from the school and all running costs must be met from fee income. It is not intended to be profit making and any surplus made after costs will be reinvested back into the Breakfast Club.
- The cost per session is **£3.00 per day**.
- Parents will be given one months' notice of any change in fees.
- Fees are payable in advance via Parentmail, during the booking process.
- Payment via employee schemes/vouchers will be accepted wherever possible but must be pre-agreed with the school. Booking must still be made via Parentmail and the voucher payment made within 7 days of the booking. The School reserves the right to exclude children if fees remain unpaid after a reminder.
- No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended.
- No partial refund will be given if a child attends too late to receive breakfast or does not require breakfast.
- In the event of school closure, for example due to weather, a full refund will be given.

Notice

- Any changes will be subject to agreement by Ferndown First School Breakfast Club and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends.

General Conditions

- Once a booking has been made, the payment is non-refundable in the event of non-attendance due to sickness or any other reason or for sessions only partly attended.
- A child must not be brought to Breakfast Club if unwell.
- Absent children will only be followed up from the school's class registers at the beginning of the school day in accordance with our normal school procedures.
- Any Special Dietary requirements (for example due to allergic reaction or cultural or religious beliefs) must be notified on the Breakfast Club Registration Form.

- All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted.
- The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.
- Ferndown First School Breakfast Club will not be liable for loss of property brought onto the premises by parent/carer or child.
- A child will leave Breakfast Club when he/she leaves Ferndown First School.
- The parents/carers hereby confirm that they accept the authority of the Breakfast Club Staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.
- Parents 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.

Code of Conduct

Every pupil should:

- Observe normal school rules
- Co-operate fully with staff at all times
- Be punctual at all times
- Be considerate to others at all times
- Respect requests and requirements made by staff
- Look after equipment and resources
- Be mindful of food waste
- Promote our school CARE values – promoting a respectful community
- Abide by Breakfast Club agreement and rules.

This Agreement will be reviewed by the Governing Board each year.

Next Review: July 2021