



**Headteacher:** Mrs Michaela Velayudhan Tomlin

St Joseph's Catholic Primary School Pontefract, a Voluntary Academy  
Newgate, Pontefract, West Yorkshire, WF8 4AA

**Telephone:** 01977 701493 **Fax:** 01977 711378

**Email:** [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk) **Website:** [www.stjosephspontefract.co.uk](http://www.stjosephspontefract.co.uk)

## **Nursery (Lower Foundation) Breakfast Club – St Joseph's Catholic Primary School - Terms and Conditions**

### **General**

- The Breakfast Club is open to children attending St Joseph's Nursery (Lower Foundation) and is run by school staff.
- The club is open from 8.00am Monday to Friday during term time only.
- Children should be dropped at Breakfast Club promptly at 8am, the drop off is available up to 8.10am where the entry doors will then close.
- The club provides a balanced breakfast (toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
- The last breakfast will be served at 8.30am.
- Children must be accompanied to the club by an adult and arrive at the nursery entrance where the child should be handed over to a member of breakfast club staff.
- After the Breakfast Club ends the children will remain in the nursery setting in preparation for the first session of the day.

### **Bookings**

- Enquiries regarding the Breakfast Club should be made to the school office (Telephone 01977 701493 or via email to [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk))

### **Payments**

- The charge for each session is £2.00 per child. Payments must be paid in cash.
- Payments should be made in advance or on arrival. Where payments are not upheld a place at the club cannot be guaranteed.
- All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
- Unless it is requested by the school children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.
- Dietary Needs and Medical Conditions:





**Headteacher:** Mrs Michaela Velayudhan Tomlin

St Joseph's Catholic Primary School Pontefract, a Voluntary Academy  
Newgate, Pontefract, West Yorkshire, WF8 4AA

**Telephone:** 01977 701493 **Fax:** 01977 711378

**Email:** [admin@sjp.bkcat.co.uk](mailto:admin@sjp.bkcat.co.uk) **Website:** [www.stjosephspontefract.co.uk](http://www.stjosephspontefract.co.uk)

We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.

It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.

- Children are not permitted to bring their own food to breakfast club unless this has been agreed in writing by the school in advance of their attendance at the club.
- Withdrawing an offer of a place we reserve the right to withdraw an offer of a place in the following circumstances:
  1. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
  2. Where payments are not made in advance and arrears are accumulating we reserve the right to cancel the booking with immediate effect.

