

# Moss Bury Primary School's Breakfast Club

Webb Rise  
Stevenage  
Hertfordshire  
SG1 5PA  
Tel: 01438 222300  
Website: [www.mossbury.herts.sch.uk](http://www.mossbury.herts.sch.uk)



## Registration Form

Child's Name: .....

Address: .....

.....

.....

Contact No. 1: .....

Telephone No.: .....

Contact No. 2: .....

Telephone No.: .....

Allergies: .....

.....

Specific Dietary Requirements: .....

.....

Any other information we may need to be aware of: .....

.....

I have read, and I fully comply with the Terms and Conditions of Moss Bury Primary School's Breakfast Club overleaf.

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

Parent/Guardian Name .....

# Moss Bury Primary School's Breakfast Club

## Terms and Conditions

### Bookings

Sessions must be booked at least a week in advance through the school office or online on the School Gateway, or before we break up for a school holiday if the place is required during the first week back after a break.

Bookings can be done on a weekly, fortnightly, monthly, half-termly, termly or annual basis and must be accompanied with full payment to guarantee the sessions.

### Sessions

Sessions run from 8:00am until the start of the school day when the children are sent to their class. Children choose from a selection of breakfasts and refreshments when they arrive and then participate in quiet activities or organised games in the gym.

### Payments and Fees

Each session costs **£3.00** and fees must be paid in advance with the booking form, either by cash or cheque (made payable to Moss Bury School) or various childcare vouchers (contact the school office). You can also book and pay online on the School Gateway. This can be paid weekly, fortnightly, monthly, half termly, termly or annually. Any returned cheques or unpaid debits on the School Gateway will be charged at the current bank rate and future bookings will not be accepted until debts are cleared. For those who book via the School Gateway, you will see your sessions booked and confirmed with your payment. For those booking manually through the school office, your confirmation of booking and receipt of payment will be sent home with a new booking form once the payment has been accepted and the child has been booked in.

**Fees are non refundable.** Refunds and transfers will only be given if a child is absent due to illness or has a medical appointment and this must be confirmed in writing on your child's return to school, or if the school has a closure due to unforeseen circumstances.

### Admission

Due to safeguarding, your child must be accompanied by an adult who will need to sign them in. The doors open between **8:00am and 8:15am**. Children will not be admitted after this time.

### Safety and Discipline

We expect all children to behave responsibly, be courteous to each other and to the staff, and to carry out any instruction given by a member of staff.

If an accident or incident occurs it will be logged and depending on its severity, parents will be informed either by a note via their child or a telephone call.

Consistent disobedience will result in the child being excluded from the club.