



Breakfast Club Terms and Conditions

West Acton Primary School
Noel Road
Acton
London W3 0JL
Tel: 02089923144
e-mail: admin@west-acton.ealing.sch.uk

1. Registration and Timings

For safety reasons your child must be properly registered with the club prior to attending. Children are registered to attend for the school academic year.

Breakfast Club will run, every weekday morning from 8.00am till 8.55am, during the school term.

2. Bookings

Every morning a register of all children attending will be completed. If you are aware in advance of your child's absence from the club do let the Club Leader know.

Parents wishing to terminate their child's place at the club will need to give the Club Leader a written **fortnight's** notice.

If your child has any special dietary requirements you will need to ensure that the Breakfast Club are given written notification prior to your child starting.

3. Payment

Fees must be paid at the beginning of the half term.

Payment of fees covers attendance at the club for half a term as the following table shows. We also have a flexible timetable so that depending on your preference you can sign up for 2, 3, 4 or 5 days.

Example 1: Payment due for 5 days attendance

Cost per day per child	£2.50
Cost for week	£12.50
Cost for half term (6/7 weeks)	£75.00/£87.50

Example 2: Payment due for 3 days attendance

Cost per day per child	£2.50
Cost for 3 days (minimum)	£7.50
Cost for half term (6/7 weeks)	£45.00/£52.50

Example 3: Payment due for 4 days attendance

Cost per day per child	£2.50
Cost for 4 days	£10.00
Cost for half term (6/7 weeks)	£60.00/£70.00

We are happy to accept childcare vouchers from www.Care-4.co.uk, www.allsaveuk.com and www.EdenRed.co.uk as payment.

Our Ofsted Registration Number is **101876** should you wish to apply for childcare assistance via the child tax credit.

A minimum payment of half a term is expected for a terms attendance and refunds are only granted under exceptional circumstances with the agreement of the Headteacher at West Acton Primary School.

4. Medication

Breakfast club staff are only authorised to administer medicines prescribed for chronic conditions such as ASTHMA, EPILEPSY or ANAPHYLACTIC SHOCK.

Parents are expected to inform staff of any medical needs that their child may have. You will need to fill in a Medical Consent form before any medication can be given to any child. These can be obtained from the School Office.

If your child has any special dietary requirements (no nuts, gluten, dairy), please ensure staff are made aware of these.

5. Accidents and Emergencies

The Breakfast club staff have up to date First Aid qualifications and also have access to first aid equipment at the venue in the event of an accident.

In incidents where a serious accident or injury requiring hospital treatment has occurred, your child will be taken to the nearest hospital. You will be contacted in the first instance and in the eventuality of not reaching you, the emergency contact given by you will be called.

We have a fire plan in place and during the course of the year Breakfast Club children will practice evacuation procedures to ensure that they are well rehearsed in procedure. In the event of hearing the fire alarm; all children will be evacuated to safety and further advice from fire fighters will be taken.

6. Discipline

High expectations of behaviour at the breakfast club are expected at all times. Excellent listening and group co-operation skills will be celebrated and rewarded.

If the behaviour of your child is severely disruptive to the rest of the group West Acton Primary School Breakfast club reserves the right to withdraw your child from the club and refund any outstanding monies.

7. Breakfast Choices

Children will have a choice of breakfast cereals and fruit on arrival at the club as healthy alternatives. Children are not expected to eat the same foods every day and there will be a selection available for all children. No MEAT will be served at all.

Any usage of electrical equipment (i.e. microwaves, radio) will be by club staff only. All electrical equipment will have passed all necessary school electrical safety checks.