



Takeley Primary School Breakfast Club

Terms And Conditions

Name of Child Class

Name of Child Class

Name of Child Class

1. I understand that each booked session must be paid for even if my child does not attend.
2. I understand that the session times will be from 7.45am to 8.45am and no further food will be served after these times.
3. I will bring my child into the Breakfast Club between 7.45 -8.15 am to register them for each session.
4. Any changes to the dietary requirements held by the school need to be discussed with the club staff, including allergies.
5. Children will be accompanied by Breakfast Club staff to and in the playground. Once the bell goes the juniors will go into class, the staff will see the infants to their classes in time for the start of school.
6. I agree to keep my child away from the club if he/she is sick, or advised to do so by the doctor and/or staff members. (Vomiting and diarrhoea – your child MUST be kept off school for 48hours from the last occurrence).
7. I understand that the club will run during term time only which does not cover non-pupil days.
8. I understand that should the school have to close unexpectedly the club will not run and refunds will be made.
9. I agree to abide by decision made by the Breakfast Club Staff.
10. All children must adhere to the School Behaviour Policy during Breakfast Club. It is not possible to provide additional one to one support during the club.

Signed Parent/Guardian

Full Name (Caps Please)

Date



Takeley Primary School Breakfast Club

Booking Form

Name of Child Class

Name of Child Class

Name of Child Class

PLEASE NOTE - PAYMENT MUST ACCOMPANY THIS BOOKING FORM.

A BOOKING CANNOT BE ACCEPTED UNLESS ACCOMPANIED BY THE FULL FEE. CHEQUES SHOULD BE MADE PAYABLE TO 'Takeley Primary School'

(Please refer to Booking Rules below and Terms and Conditions of the Club)

Date Week Commencing	29.10.18	05.11.18	12.11.18	19.11.18	26.11.18	03.12.18	10.12.18	17.12.18
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Total	£	£	£	£	£	£	£	£

Please indicate in the boxes above the number of children attending each session requested.

Sessions are allocated on a first come first served basis - maximum of 30 children per session.

Session Fees:- £3.50 per child per session.

Breakfast is served between **7.45am to 8.10am**, no further food will be served after this time. Activities and games in the hall until 8.45am. During the summer months, activities will take place outside, due to no staff in the hall, 8.15am will be the last drop off time.

Booking Rules:-

A booking cannot be accepted unless full payment is attached to a Booking form, (please write the number of children attending each day in the relevant box). Payment should be made each half term prior to, but no later than, the start of the half term. Please complete a separate booking form for each half term.

Subject to availability ad hoc sessions can still be booked with 24 hours' notice, via the school office. Payment must be made where possible in advance of, but no later than the day your child is attending.

THERE WILL BE NO CREDITS GIVEN FOR MISSED SESSIONS even if your child is ill.

Receipts will be issued for all payments over £20.00