

## **Waterside Academy Breakfast Club Terms and Conditions**

### **General**

Waterside Academy's Breakfast Club is open to children attending Waterside Academy from Nursery through to Year 6 and is run by a team of dedicated school staff.

The Breakfast Club starts at 07.45 a.m. Children MUST be accompanied to the club by an adult and handed over to a member of the Breakfast Club staff.

### **1. Parents/carers authority**

(a) Welfare of the child: The parents/carers authorise the Club to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

(b) Accidents: All accidents that staff are made aware of are documented in an accident book and reported to parents/carers. All staff are trained in Paediatric First Aid.

(c) Loss of property: The Club will not be liable for loss of property brought onto the premises by parent/carer or child.

### **2. Entry to the Club**

(a) Registration: Once a registration form has been completed and returned to us a child will be registered with our service.

(b) Booking a place: A place must be booked in advance using the Booking Form. Ad hoc places may be booked on the day only if places are available that day, and payment is made in advance, except in the case of emergencies. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed. Places MUST be booked in advance to ensure the adult/child ratio is compliant with safeguarding guidelines.

(c) Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.

(d) Termination of the Contract: A child will leave the Club when s/he leaves Waterside Academy or upon receipt of a letter of termination when a child no longer requires a Breakfast Club place. A child will no longer be registered with our service if they have not attended for half a term.

### **3. Fees and Extras**

(a) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

(b) Periodically, fees will be reviewed by the Governing Body. When fees are increased, Parents/Carers, will be notified in writing a term before the new fees are in place.

### **4. Cancellation, Withdrawal and Fees in Lieu**

(a) Cancellation policy: If parents/carers do not wish their child to attend a session they must notify the Club as soon as possible via telephone. Failure to do so will incur payment in full.

(b) Cancellations: Breakfast Club can be cancelled up until 24 hours in advance. You can do this by informing a member of the Breakfast Club Team or School Office. Failure to do so will incur payment in full.

(c) Fees will not be waived through absence unless exceptional circumstances apply.

(d) Sessions booked and then not used, will be charged in full as this is deemed to be blocking a much needed place.

**I have read, understood and agree to comply with the Terms and Conditions of the Waterside Academy's Breakfast Club Provision.**

Name of child/children: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this section to the school office.