



ALFRED STREET JUNIOR SCHOOL
BREAKFAST AND EARLY MORNING CLUB

Terms and Conditions 2020 – 2021

Alfred Street Junior School Terms and Conditions relate to our Breakfast Club and Early Morning Club.

Parents/Carers need to complete the Breakfast Club and/or Early Morning Club registration form before they attend either provision and, by doing so, are agreeing that they have read and understood all terms and conditions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure that all details on the Registration Form are accurate and up-to-date. Any changes must be made in writing and given to the School Office to pass onto the Breakfast/Early Morning Club staff.
3. A waiting list system may be implemented when the need arises. The waiting list will operate on a first-come-first-served basis, with the exception of children with pupil premium allowance and to siblings, who will have priority for the same day(s) as a sibling already attending.
4. Parents/Carers must inform the school of any allergies or dietary requirements.
5. To access the provision, parents/carers must use the Memorial Garden entrance to the school.
6. Parents/Carers will not be allowed to stay with their child at the provision.
7. The Breakfast Club starts at 8:00am. Children must arrive before 8:15am for breakfast to be provided for them. These sessions **MUST** be booked in advance on ParentPay as we cannot accept cash payments on the day.
8. For the Early Morning Club, children can be dropped off from 8:30am. These sessions **MUST** be booked in advance on ParentPay as we cannot accept cash payments on the day. No breakfast will be provided.
9. All children attending before school provision will join the rest of the school at 8:45am by going straight to their classrooms.
10. The Breakfast/Early Morning Clubs will not run on days the school is closed to the pupils. Parent/Carers will not be charged for days that the clubs are closed.
11. Fees are charged to cover staffing costs, general running costs and for the breakfast items. All Breakfast Club and Early Morning Club staff are employed by Alfred Street Junior School and have a current DBS certificate.

12. If your child does not attend a booked session for any reason other than illness you will not be entitled to a refund. If, however, your child is unwell and unable to attend school, your booking will be transferred to another day/week. Please follow the usual absence procedure and notify the school office either by phone or on ParentAPPS.
13. Breakfast Club is £3.00 per session.
14. Early Morning Club is £1.00 per session. If, however, you have another child at Tennyson Road Infant School or any other Primary school in the town, the Early Morning Club will be offered free of charge. You will need to confirm the name of your child and the school that they are attending to take advantage of this provision.
15. All payments for both Breakfast and Early Morning Club must be paid in advance via ParentPay, at the time of booking.
16. Fees will be reviewed annually and parents/carers will be notified of any changes.
17. The Breakfast Club and Early Morning Club policies and procedures reflect the school policies and procedures which can be found on the school website.
18. The Breakfast and Early Morning Clubs staff reserve the right to exclude any child whose behaviour is disruptive, following the school's Behaviour Policy.
19. The Breakfast and Early Morning Clubs staff will inform you of any incidents or accidents involving your child through the usual school communication procedures. There will be a qualified First Aider on site.
20. We will endeavour to provide a high-quality service to children and will seek feedback from parents from time to time. If you have any concerns please speak to the Breakfast and Early Morning Clubs staff. If this is not resolved please follow the school's formal complaint procedure.

Any queries regarding our wrap-around care facilities e.g. terms and conditions, bookings, fees, drop off times etc., please contact the school office on 01933 353762.