Breakfast Club
Daily booking form only

Breakfast club runs from 8:00am – 8:50am, Monday – Friday, term time only.

The cost is £4.00 per child per day.

This daily booking form is strictly for last minute use. Any future bookings should be completed on a Registration form and given to the office 24 hours before you require a place at Breakfast Club. £4 should be paid alongside handing in this form.

Child's name: …… Class: ……

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Date of booking required …….....

£4/ £8/ £12 paid *(please sign to say you have paid)* …….
(Amount depends on how many children you enrol for today)

Contact details:

Address: ……...……

Postcode: ……

Email: ……...……

Home number: …… Mobile number: ……..……

Any medical conditions/ dietary requirements the staff should be made aware of?

……..……

……..……

OFFICE USE ONLY:			
Method of payment: *(please circle)*	**Cash**	**ParentPay**	**Total amount: £**
Name of staff:		**Date:**	

1. If you are unable to pay the fee when handing in this form we will not be able to accept your child/ren into Breakfast Club.

2. The Head Teacher reserves the right to withdraw access to Breakfast Club if the terms and conditions are breached.

Parent name: ……. Date: ……

Signed: …….

Information

Breakfast Club:	Elmwood Infant School Lodge Road Croydon CR0 2PL
Telephone number:	07759606773
Email address:	breakfastclub@elmwood-inf.croydon.sch.uk
Manager:	Mrs Tracey Iceton
Breakfast club assistants:	Miss Louise Mason and Mrs Shaista Samadi

The breakfast club is managed and run by Elmwood Infant School as part of our wider services to the community. It provides a welcoming, safe, secure environment for pupils before the beginning of the school day.

The breakfast club operates under the same set of policies and procedures as the school; copies of which are available upon request or can be found on our school website.

Breakfast club is open to Elmwood Infant School pupils (Reception, year 1 and year 2) from 8:00am to 8:50am. Entrance to the hall is via the school office; parents are welcome to take their children down to the hall.

Breakfast Menu includes:

- Toast, muffins and crackers
- Jam, marmalade, marmite, honey, cheese slice and butter
- Fruits and water
- Cereals/semi-skimmed milk

EMERGENCY CONTACT NUMBER: 07759606773 - (7:45am – 9:00am)

Terms and Conditions

1. Only children over the age of 4 years, in full time education at Elmwood Infant School, who are already registered and whose parents have completed the necessary forms may attend breakfast club. Children are accepted either on a casual or permanent basis.

2.

3. Payment must be made in full to the person who has provided you with this form. We request that you pay this on the spot to avoid debt.

4. Visits to the breakfast club before the child's first session are encouraged so that the child(ren) get a chance to familiarise themselves with the setting.

5. We comply with local and London Safeguarding Board child protection procedures and ensure that all staff are vetted appropriately and trained. The breakfast club follows our safeguarding and child protection policies.

6. Our breakfast club is committed to equal opportunities, we make every effort to accommodate and welcome any child with special needs. We will endeavour to accommodate all children of all ability, whilst working within the clubs limitation. Each case will be assessed individually and risk assessed to ensure everyone's safety. We will work in liaison with parents/carers and relevant professionals to meet children's needs wherever possible.

7. The staff team at breakfast club aim to create a welcoming, caring environment where relationships are based on mutual respect and to develop a positive self-esteem in each child. We are committed to maintaining high expectations of good behaviour. This is an essential contribution to the enjoyment of the children while attending the breakfast club.

8. Every precaution is taken to ensure the safety of the children at all times. Staff are trained in First Aid and a fully equipped first aid kit is kept on the premises. We operate an accident recording procedure and fire drills are carried out regularly in line with the school policy.

9. Our breakfast club values your opinions and is committed to providing a high quality service to everyone we deal with. In order to do this we rely on your feedback. This enables us to address any area of need or concern quickly and efficiently.

10. Should you feel the need to make a complaint, please follow our procedures below:
    - Verbal complaints should be taken to Tracey Iceton, Breakfast Club Manager for discussion and action.
    - Written complaints should be sent to breakfastclub@elmwood-inf.croydon.sch.uk

We value our relationships with parents/carers and are committed to working in partnership with you to provide top quality care and play for your children.