**Breakfast Club**

**Registration form and Terms and Conditions for Elmwood Infant**

**School Pupils**

[**breakfastclub@elmwood-inf.croydon.sch.uk**](mailto:breakfastclub@elmwood-inf.croydon.sch.uk)

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

**The cost is £4.00 per child per day.**

To book a place please complete the registration form and hand it to the school office. We require a minimum of 24 hours’ notice. Payments must be made no later than 8pm the night before via ParentPay. You can cancel your booking by giving 48 hours’ notice to the office and payment will be credited to your ParentPay account.

Child’s name: ……………………………………………… Class: ……………………………

Child’s name: ……………………………………………… Class: ……………………………

Child’s name: ……………………………………………… Class: ……………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week commencing:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 04 September 2017 | XXXXX | XXXXX |  |  |  |
| 11 September 2017 |  |  |  |  |  |
| 18 September 2017 |  |  |  |  |  |
| 25 September 2017 |  |  |  |  |  |
| 02 October 2017 |  |  |  |  |  |
| 09 October 2017 |  |  |  |  |  |
| 16 October 2017 |  |  |  |  |  |
| 30 October 2017 | XXXXX |  |  |  |  |
| 06 November 2017 |  |  |  |  |  |
| 13 November 2017 |  |  |  |  |  |
| 20 November 2017 |  |  |  |  |  |
| 27 November 2017 |  |  |  |  |  |
| 04 December 2017 |  |  |  |  |  |
| 11 December 2017 |  |  |  |  |  |
| 18 December 2017 |  |  |  | XXXXX | XXXXX |

*Please tick the day(s) of the week you require*

**Contact details:**

Address: …………………………………………………………………...……………………

Postcode: ……………………………

Email: ……………………………………………………………………...……………………

Home number: ………………………………. Mobile number: ……………….………………

**Childminder details (if applicable):**

Name of childminder: …………………………………….. Contact number: …………………

Email: …………………………………………………………………………………………...

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

……………………………………………………………………………………………..……

………………………………………………………………………………………..…………

1. I agree to adhere to the club’s terms and conditions and to pay fees in advance via ParentPay. Non-payment will result in a child’s place being suspended. If you have paid in lump sums and your child is unable to use the Breakfast Club due to an illness, please give us 48 hours’ notice and we will refund the funds back into your ParentPay account.
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) and to siblings who attend Elmwood Junior School (subject to the attendance of the Infant pupil) 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.

Junior children will be escorted to the Junior School by 8:50am.

**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. Where the child has a sibling in the Junior School, he or she will also be able to attend subject to the terms and conditions.
2. Payments must be made in advance via ParentPay. We request that you pay lump sums on to your ParentPay account to avoid debt.
3. In the event that a parent builds up payment arrears of more than one day’s fee a letter will be sent to the parent informing them of this breach in the club’s Terms and Conditions. The parent will be given 2 weeks (from the date of the letter) to settle the debt during which time their child’s place will be suspended. Places can be suspended for a maximum of 2 weeks, after which they will be terminated.
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 and we welcome children with special needs. Each case will be assessed individually and risk assessed to ensure everyone’s safety. We will work in the school and with relevant professionals to meet children’s needs wherever possible.

The school reserves the right to withdraw a child’s place at Breakfast Club in cases where their attendance has a detrimental impact on the smooth running of the club or on other children.

Junior children are only able to attend when their Infant sibling is also in attendance (except for illness and other exceptional circumstances agreed by the Breakfast Club Manager).

1. 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.
2. 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.
3. 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.
4. 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](mailto: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.**