

BREAKFAST CLUB PERMANENT CONTRACT

PUPIL DETAILS:

NAME:	CLASS:
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MAIN PARENT/CARER:

NAME:	NUMBER:
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SECOND CONTACT NAME:		NUMBER:	
EMERGENCY CONTACT NAME:		NUMBER:	

BREAKFAST CLUB

The George Tomlinson Primary School Breakfast Club is open to all children who attend George Tomlinson Primary School. It is open daily from 7.45am until 8.45am during term time only.

The aim of the Breakfast Club is to provide high quality out-of-school care for children within the school community.

It achieves this by:

- Providing a caring environment for children at the beginning of the school day
- Providing a range of stimulating and creative activities in a safe environment.
- Promoting healthy eating and wellbeing
- Being accessible to all
- Ensuring the safety of all children
- Providing robust systems that make the club easy to use.

MEMBERSHIP CONTRACT

Once signed this contract identifies the child above as a member of the George Tomlinson Primary School Breakfast Club. By signing the club parents/ carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All Parents are expected to:

1. Treat club staff, visitors and children with respect at all times.
2. Discuss with the club any concerns you may have about the welfare of your child within the club.
3. Support and reinforce the expectation that your child will follow the Breakfast Club Code of Contact.

JOINING THE CLUB

I understand that:

- Parents are required to sign an agreement to adhere to the Breakfast Club Policy.
- A registration form must be completed for each child attending the club. This form is confidential.
- Re-enrolment is required at the end of the summer term.
- Contracts will be issued annually and a signed agreement must be in place to clear any outstanding school debt before a new contract is signed.

I agree to:

1. Complete a registration form for each child attending the club.

BOOKING PLACES FOR CHILDREN

I understand that:

- Bookings are to be made at the school office (not with club staff).
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.
- Statements of account can be accessed via Parent Pay.
- If I am experiencing difficulty with payment of their fees I will contact the school office as soon as is possible.
- Non-payment (if an account falls more than £20 in arrears) will result in my place being terminated
- Any outstanding debts will be dealt with in accordance with the GTPS Debts Policy
- Parents whose child does not attend Breakfast Club on the days booked, will still be liable to pay for this place.
- Four weeks' notice must be given in order to make changes to your booking or to resign your child's place

I agree to:

1. Use a Registration Form for your booking
2. Make payments via 'Parent Pay'
3. Ensure that I keep my account up to date

Within the club

I understand that:

- Children enjoy a range of age appropriate indoor activities that promote child development through play
- Activities include a full range of creative, social, interactive activities.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to the parents/carers on collection.
- Healthy food and snacks are provided, however they are not intended to substitute for a healthy meal that the child may receive at home.
- Fruit and fresh drinking water is available to all children at all times. All snacks are prepared on the premises by Breakfast Club staff. All food and drink complies with dietary and religious requirements
- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn.
- Any incidents of bullying, racism or sexist behaviour will be investigated, recorded and dealt with in accordance with the relevant whole school policies.

I agree to:

1. Inform staff of any allergies or special dietary requirements that my child may have
2. Support the Breakfast Club in ensuring that my child follows the Breakfast Club Code of Conduct

Dropping Off children

I understand that:

- All children should be dropped off at the Vernon Road playground gate entrance. The gates are closed for safety. Parents should ring the bell and wait to be 'Buzzed in'.

I agree to:

1. Drop off my child between 7.45am and 8.20am if my child requires breakfast.
2. Drop off my child between 7.45am and 8.30am if breakfast is not required.
3. Sign in my child on the Register.

Complaints Procedure

- GTPS Breakfast Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Breakfast Club Staff, Business Manager or Headteacher.
- Parents concerns will be treated seriously and with discretion and confidentiality
- The GTPS will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.
- A full copy of our complaints procedure and policy is available on request

Related school policies:

1. Safeguarding Policy
2. Health and Safety Policy
3. Behaviour Policy
4. Anti-Bullying Policy
5. Anti-Racism and Discrimination Policy
6. Administration of Medicines Policy
7. School Debt Policy
8. School Complaints Policy
9. Equal Opportunities Policy

By Agreement – Please sign below:

PARENT/CARER	GEORGE TOMLINSON
Signed by:	Signed by:
Date:	Date: