



**St John's C of E Primary School
Breakfast Club Terms & Conditions
with effect from January 2025**

1. I consent to my child attending St John's Breakfast Club and understand that St John's C of E Primary School manage this club in accordance with policies in place within the school including Behaviour, Safeguarding, Equalities and Complaints.
2. I understand that it is a wrap around care service and that St John's will be responsible for my child/ren whilst in attendance.
3. A registration form must be completed prior to my child/ren attending the Breakfast Club.
4. Children can arrive at any time from 7.45am. Breakfast is served from 7.45am to 8.15am. Children will be given a choice of foods including a range of healthy cereals and a choice of drinks. I understand that it is expected that all children attending will need a breakfast provided by the club and I will inform the club if my child does not need breakfast.

Finance and Booking

1. Parents are responsible for booking their child's session by completing the Online Booking Form on WeDuc.
2. All bookings must be made by 3.00pm of the preceding day.
3. Should a parent/carer wish to cancel their booking this can be done up to 24 hours before and no charge will be payable. Refunds will not be given for any child booked into the club but who does not attend.
4. To make a reservation, sessions must be paid at the time of booking. No payment will result in the place being withdrawn.
5. All payments must be made through WeDuc.
6. Childcare vouchers are accepted. Please advise the school of your voucher provider.
7. St John's Breakfast Club aims to be accessible to all children and families but is dependent on staffing and places available. Booking is available on a first come first served basis and it is therefore advisable to book as early as possible to avoid disappointment. Admission is conditional upon completion of the Registration Form and acceptance of these terms and conditions.
8. St John's reserves the right to refuse admission to this club or to revoke membership in our sole discretion.
9. For the health and safety of the children at the Breakfast Club the school needs to know in advance the names and total number of children the club is expecting each day. If you send your child to the club without a prior booking your child may be refused entry.

General

1. The Breakfast Club staff will follow the school's Behaviour Policy (available on the school website). Children are expected to demonstrate good behaviour and respect to staff and other children. If the staff have any concern regarding my child/ren's behaviour they will notify parent/carer's as soon as is practicably possible.
2. It is the parent/carers responsibility to supply the school with any additional information which may be significant in caring for their child eg. allergies, behavioural conditions or specific care plans.
3. St John's Breakfast Club cannot accept responsibility for valuables.
4. Children must not attend the Breakfast Club if they are unwell. This is in line with the school's sickness policy. Unfortunately, no refunds can be given in these circumstances.
5. The school reserves the right to withdraw a place for a child if their account is not paid when due.
6. If for any reason there is a school closure, we will endeavour to contact you as soon as possible. A school closure will result in bookings being reimbursed.
7. Information held by St John's Breakfast regarding your child will be treated as confidential. However, in certain circumstances, for example, if there are child protection concerns, the Designated Safeguarding Lead for the school has a legal duty to pass certain information on to external agencies including local authority designated officer for safeguarding and social care, in line with the school's Child Protection/Safeguarding Policy.

I confirm that I have read and accept the conditions above and understand that should my account fall into arrears my child will not be able to attend and I will have to make alternative child care arrangements.

Child's Name Class.....

Signature Date

Name (in capital letters)