



BREAKFAST CLUB - Terms & Conditions

Admissions policy : Water Hall Primary School Breakfast Club is open to all children attending WHPS, including Nursery pupils.

When arriving at the Club children must be marked into the daily Breakfast Club Register by the member of staff at the entry door.

Unless it is requested, children should not bring toys, games or valuable items onto the site. We will not accept responsibility for any such items.

Bookings: Bookings should be made on a regular basis, via our Google Form. Once your days are confirmed, these sessions will be guaranteed until you give 1 weeks notice in writing that you wish to cancel or amend your regular sessions. If you fail to comply with these requirements then the 1 weeks fee will still be payable. Accounts are settled in advance on a weekly basis.

Subject to availability, short-term bookings will be accepted, payable on booking, giving us as much notice as possible. If payment is not received within 2 weeks of attending and after 3 reminders for outstanding fees, then your child's membership with breakfast club may be revoked.

Cancellation: There will be no refunds/credits given due to absences unless it is the result of a closure day. Parents providing at least 5 school days notice of holiday absence may receive a refund for these days.

Unacceptable Behaviour: e .g. inappropriate language or any other situation causing distress or disruption will not be tolerated, behaviour is expected to be in line with our school behaviour policy . The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.

Medication: we are unable to administer medication to a child unless it is medication to an allergy such as an epi-pen. If a child is on a course of prescribed antibiotics, then the parent(s) must ensure that these have been administered. Small grazes and bumps will be dealt with by the club staff.

Respect for, and proper use of all property, equipment and premises is expected from the users of the club.

All information given to staff will remain confidential.

It is the responsibility of the parents to inform Breakfast Club staff of any changes to contact numbers.

We are fully committed to caring for children with equal concern and regard their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.

About our Breakfast Club

Aim: to provide a safe, supervised and stimulating environment for all the children.

Staffing Ratio: There will be 3 members of staff on duty. The maximum number of children attending the club, unless in an emergency, will be 50.

Breakfast: We will provide a breakfast consisting of cereal, fruit juice, milkshake and toast with a topping.

The last admission will be at 8.15 am, and breakfast will not be served after 8.25am..

Access: Parents are asked to bring their children to the Main Entrance (school reception). A member of staff will be there to greet you.

Entry to school:

KS2 (Years 3-6) will be dismissed from the hall and walk through the school building to their classroom ready for registration.

Nursery, EYFS, KS1 pupils will be escorted to their classrooms by a member of breakfast club staff ready for registration.

Registration: Every child attending Breakfast Club must be registered as a pupil at Water Hall Primary School or Nursery and a breakfast club registration form MUST be completed before they can attend.