



Dear Parents,

Warmington School Breakfast Club Booking Form- September 2019

We are now taking bookings for Breakfast Club for **September 2019**. If your child would like to attend or already attends Breakfast Club, please fill in the form below and return to the school office.

For those parents and children new to Breakfast Club

We welcome children from **7.55 am** to **8.50 am** and will ensure all children make the transition to class smoothly.

From September 2019 the breakfast club session cost will be **£3.00** per child; however, this does **not** include breakfast. If you would like your child to have breakfast, the club will be able to provide cereal or toast with a drink at an additional cost of **50p per session**.

Mrs Dunkley runs the club with a teacher and Miss Guy available to oversee the breakfast club children.

Once you have made your booking and returned the form, the school will **invoice** you for the number of sessions taken that term.

On arrival, please bring your child to the **main entrance** if they are attending the club, where they will be met by Mrs Dunkley. The children will have access to the computers, library and games e.g. Lego/snakes and ladders, colouring etc.

If you would like your child/children to attend, please complete the booking form after reading the terms and conditions overleaf and return it to school. If your child is new to the club, you will need to fill in an individual child reference form which is available from the school office.

If you have any questions or queries, please do not hesitate to speak with Mr Carlyle, Miss Guy or Mrs Dunkley.

Thank you.

Yours sincerely,

Miss L Guy
School Administrator



Warmington School Breakfast Club - Terms and Conditions

General

1. The Breakfast Club is open to children attending Warmington School in Reception Classes through to Year 6 and is run by school staff.
2. The club is open **from 7.55am** to the start of the school day Monday to Friday during term time only.
3. The club provides a range of activities for children before school begins.
4. Breakfast consisting of cereal, fruit or toast and a drink will be provided for an additional 50p.
5. Children must be accompanied to the club by an adult and arrive at the main entrance where the child should be handed over to a member of the breakfast club staff.
6. After the Breakfast Club ends the children will go directly to their class ready for the start of school.

Bookings

7. Bookings must be made on the school booking form available from the school office.
8. Enquiries regarding the Breakfast Club should be made to Miss Guy at the school office.
9. A booking request can be made for either a regular place, e.g. every Monday, or a 'one-off' date(s). We aim to accommodate all requests made however places at the club are limited.
10. If we are unable to offer you a regular place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
11. Your child's place at the club will be automatically confirmed. IF there is a problem with offering your child a place, you will be notified in writing as soon as possible. Once your day(s) are confirmed you will be guaranteed your requested day provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn (see sections 22 to 24)
12. Please inform the school if you no longer require your child to attend breakfast club. This can be done with immediate effect – you are not required to serve a notice period.
13. If your child will not be attending a particular session that they are registered for please inform the school giving as much notice as possible- see section 17.
14. In the event that you would like to change the days that your child attends the Breakfast Club a new booking form must be completed with your new requirements.

Payments

15. The charge for each session is £3.00 per child and an extra 50p for breakfast if required. Payments can be made by cash /cheque (payable to Warmington School).
16. Where a payment has not been received a place at the club cannot be guaranteed
17. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.
18. Unless it is requested by the school children **should not** bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

19. We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
20. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
21. Children are not permitted to bring their own food to breakfast club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

22. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
23. Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks
24. Where payments are not made in advance and arrears are accumulating we reserve the right to cancel the booking with immediate effect. Action to recover payments due will be taken as detailed in the school's Bad Debt Policy.



**WARMINGTON SCHOOL BREAKFAST CLUB
Booking Form September 2019**

Child's Name:

Child's Name:

Child's Class:

1. My Child would like to start Breakfast Club and I would like a **REGULAR** place on the following days.

Or:

My child already attends Breakfast Club but I would like to continue on the following days.

Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

2. **I DO NOT** require a regular place for my child at the club, however I would like to request a place on the following date(s).

.....
3. On which days of the week would your child like Breakfast?

Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Are there any special dietary requirements and/or medical conditions or any other information that our breakfast club staff should be aware of?

Please tick:

Yes **please give details below**

No

Your offer of a place is automatically confirmed. If for any reason we cannot provide a place on a specific day we will contact you

I confirm that I agree to abide by the **Terms and Conditions** on the reverse of this form.

Signed: _____

Date: _____

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**Individual Child Reference Sheet for Breakfast and After School Club
2019-20**

First Name:	Surname:	By what name does your child prefer to be called:
Date of Birth:	Class / Teacher:	
Age:		

Parent / Carer information

Title:	Name:	Surname:	Address:
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Contact Details

Home:	Mobile:	Work:
Email Address:		

Emergency Contact Details

Name:	Telephone:	Mobile:
Address:		
Relationship to child:		
Name:	Telephone:	Mobile:
Address:		
Relationship to child:		

Does your child attend: Breakfast Club Afterschool Club Both
(please circle)

Breakfast Club**Which days does your child attend?**

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast required				

After School Club**Which days does your child attend?**

Monday	Tuesday	Wednesday	Thursday	Friday

Which days does your child require only a 1hr session (3.15 - 4.15 pm) or require care after a club

(4.15 to 5.15pm)? (please insert name of club & time required)

Monday	Tuesday	Wednesday	Thursday	Friday

Medical / Allergy Information

Does your child suffer from any medical condition / allergy or additional needs?

Does your child have any dietary requirements?

Additional Adults your child has permission to be collected by:

Name	Contact Number	Relationship to child

General Information:**Signed by parent/carer:**

Signature:

Date:

Print name:

Relationship to child:

Signed by member of staff:



Warmington School



Signature:

Date:

Print Name:

Position: