



St. Mary's C. E. Primary School

Tel: 01903 714325

Fax: 01903 732017

Email: office@st-marysclyping.w-sussex.sch.uk

St Mary's CE Primary School Breakfast Club Terms and Conditions of Business – Revised January 2016

Child's Name:

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Please read our Breakfast Club's terms and conditions, sign and return to the school office, following which your child's place will be confirmed

- All fees are to be paid weekly or half termly in advance (unless other arrangements have been agreed in writing). Cheques must be made payable to '**WSCC St Mary's CE Primary School Account**'. Cash must be paid directly to the school office in a sealed envelope stating clearly the name, class details and information relating to the payment including dates the payment relates to. Where possible please provide the correct change.
- I understand that non-payment of breakfast club fees in excess of one month may result in my child losing their space. St Mary's CE Primary School reserves the right to add a £12 payment charge for every month that payment is overdue up to a maximum late payment fee of £36. There will be no refund for non-attendance due to your child's absence for any reason including sickness, weather conditions or unavoidable school closures.
- I shall complete a registration form and notify the school office **immediately** of any changes to contact details, permissions or known medical needs and allergies.
- I understand that the breakfast club will run from 8.00am until 8.45am each morning during term time, and I will not be able to drop my child off before 8.00am.
- Children must be escorted into the breakfast club by the parent/carer for registration
- Only children who have a confirmed booking may attend the breakfast club.
- Only children who attend St Mary's CE Primary School will be able to use the breakfast club.
- I understand that if my child wants breakfast they must be at breakfast club by 8.30am at the latest.
- Last minute bookings will be accepted if there is space.
- I agree to discuss any concerns/issues/problems with the breakfast club coordinator in the first instance.
- I agree to abide by decisions made by the Headteacher.

Children are expected to:

- Behave responsibly and to respect each other as well as the staff.
- To play with the toys in an appropriate manner.
- Tidy the toys away at the end of the breakfast club

Signed:

Print Name:

Date:

Please return this form to the school office asap – thank you

Please note that our Terms & Conditions are set out in line with current legislation and advice taken from West Sussex County Council Legal Services