Keston CE Primary School

Breakfast Club

Terms and Conditions

Keston Church of England School (the school) is an academy within the Aquinas Church of England Education Trust (Aquinas). Aquinas trading as the school will run a breakfast club for children attending the school at a cost of £7.50 per session.

The school's breakfast club (the club) gives a warm and friendly welcome to each child on arrival from 7.30am and ensures that at the end of each session (8.40am) that the child is taken to the school playground which is supervised by a member of school staff.

At the club children will be offered a breakfast consisting of diluted juice, milk or water and cereal and/or toast and yoghurt. The club will only provide food that is appropriate and meets current guidelines regarding healthy eating. The remainder of the time will be spent taking part in appropriate activities, which will be supervised by suitably qualified staff. The above are collectively termed the club services.

There is also the option to attend from 8.15am-8.40am. The cost of this is £2 per day. With this option, breakfast will not be provided.

Absences
If a child is going to be absent from a session, parents must advise the club leader in advance by email to: Julie.mccartney@keston.bromley.sch.uk.

Admissions and Waiting List
The availability of places at the club can be ascertained from the club leader. Places and sessions at the club are offered on a 'first come first served' basis. Where a place is offered and accepted, the parent/carer must complete the Registration and Application Form and Booking Form. Where there are more applicants than places, the school will operate a waiting list also compiled on a 'first come first served' basis. A child will be placed on the waiting list on completion of the Registration and Application Form and Booking Form. When a place becomes available at the club the next child on the waiting list will be offered.

Administration of Medicines
If a child needs to be administered medicine, the school's policy will be followed which requires the appropriate Parental Agreement to Administer Medicine form to be completed.

Arrivals and Departures
The club leader will keep an accurate record of all children in the club and the sessions, which they attend. The club leader will keep the day to day register of arrival and departures from the club at each session. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts.

Breakfast Club Staff will sign the children into the session register. Where a child has not been registered for a session by 8am (and the club leader has not been notified of an absence), the club leader will take steps to verify the absence

Fees, Invoicing and Payment

The level of fees will be set by the Head Teacher and is reviewed annually. The fees are currently £7.50 per session.

Fees are payable half termly and will be based on the number of sessions the parent/carer has applied for on the booking form, which must be completed by the start of the academic year or when the child first enrols in breakfast club. The club leader will provide the parent with a statement of fees prior to the start of each half term together with the payment due date which will be 1 calendar week after the start of the half term. Payment must be made using Arbor or the Government Tax-Free Childcare Scheme.

Ad hoc sessions maybe booked where places are available.

Absences due to illness will not be chargeable. NB this only applies if your child is absent from school for the day. Absences due to appointments/holidays etc. will not be chargeable if we are given at least 1 calendar weeks' notice or if a copy of the appointment card/letter is provided. Please email Miss Julie McCartney on: Julie.McCartney@keston.bromley.sch.uk informing her of any absences at the earliest opportunity.

Where payment is not received by the payment due date, the club leader will contact the parent/carer requesting payment within 1 calendar week. Where payment is not received within this period, the child will not be able to attend the breakfast club session(s) until payment has been received.

Where there are persistent failures to pay the fees, the school reserves the right to withdraw the place.

The school is Ofsted registered and is an eligible provider for the Government tax free childcare schemes (if you are eligible). If you are using this means of payment, please advise the school office in the first instance.

Times

The club will run from 7.30am until 8.40am. Breakfast will be served at 8am. At 8.40am the children will be taken to the school playground, which is supervised by a member of staff. Late start option is between 8.15am-8.40am.

Policies

The school's policies apply to the club together with the policies of the Aquinas Church of England Education Trust.

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Registration and Application Form

Name of Child	
Name of Parent/ Carer	
Class:	
Parent/ Carer Contact Number	
Parent/ Carer email	
Emergency Contact Name **Relationship to child** **Contact number**	
Medical Needs, including allergies	
Dietary needs	

I confirm that I have read the terms and conditions of the Keston Breakfast club.

Signed by Parent/ Carer …….

Date …….

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Booking Form

The contract for the provision of the club services is between Aquinas Church of England Education Trust trading as Keston CE Primary School (the school) and the Parent/Carer in relation to the Child for the sessions detailed in this booking form at a cost of £7.50 per session, which will be paid half termly by the payment due date (1 calendar week after the start of the half term) payable on Arbor or the Government Tax-Free Childcare Scheme (if eligible).

Late start option will be charged at £2 per session (8.15am-8.40am, no breakfast provided)

Please tick the days of the week you wish you child/ children to attend on a weekly rota.

Parent/ Carer					
Child					
	Mon	Tues	Wed	Thur	Fri
7.30am-8.40am					
8.15am-8.40am No food provided					

Please return the booking form to the breakfast club email address or the school office as soon as possible.

Please list any dates you know your child will not be attending:

I confirm that I have read the terms and conditions of the Keston Breakfast club.

Signed by Parent/ Carer ……..

Date ……..

Breakfast Club email address: Julie.mccartney@keston.bromley.sch.uk