



SYTHWOOD

PRIMARY & NURSERY SCHOOL

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Breakfast Club Terms and Conditions 2021

Sythwood Primary and Nursery School runs a breakfast club for children aged between 3 and 11 years old each day during term time. Following the necessary closure of the club due to Covid-19, we are now in a position to re-open from Monday 4th January 2021.

Please see below the new terms and conditions that will apply for parents who wish to book their child / children into our breakfast club. **A signed copy of these terms and conditions, along with a completed booking form, will need to be returned to the school before a request for a place can be processed.**

About the club:

- The cost of breakfast club is £4.75 per session, running from 7:45am to 8:45am each day during term time.
- There are a maximum of 30 places available at the club each day.
- Each child will be offered breakfast on arrival at the club – breakfast will consist of healthy cereals, toast, fruit and yoghurt, with milk or water to drink.
- Children should be dropped off for breakfast club between 7:45am and 8am. **There will be no late access to the club.**
- The club is run by Mrs Shanahan, Mrs Carver, Miss Mian and Mrs Rivera.

Booking a place at breakfast club:

- Bookings cannot be taken without a completed and signed agreement to our terms and conditions.
- All places for breakfast club must be booked **half termly in advance** using the attached booking form.
- Places will be provisionally held on receipt of a completed booking form and made available on Scopay to enable parents to make a payment to secure the booking.
- Places can also be purchased via childcare vouchers.
- Parents will have three working days after notification of a provisional booking within which to make **full payment** for the sessions required.
- Places will only be confirmed once payment has been received – if payment has not been received within three working days, the booking will be released and reallocated.
- Parents will receive a receipt confirming their payment, along with confirmation of a booked place for the half term.
- **No bookings shall be confirmed until full payment has been received.**
- Parents will not be able to book a place at breakfast club if they have a historical debt with the school – this applies even if the debt is not related to breakfast club (ie. relates to nursery, our previous after school provision, or to school dinners). Once any debt is cleared, parents will then be able to book subject to availability.

Booking alterations / absences:

- Changes may be made to an existing confirmed booking, subject to availability, with one week's notice. All requests must be in writing to outofhours@sythwood.surrey.sch.uk.
- The school is unable to issue refunds for a child's absence due to illness, holiday or any other reason.



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Arriving at breakfast club:

- Parents will need to walk their children to the school clubhouse, using the after school club gate, and drop their child at the door between 7:45am and 8am.
- **Children should not be sent into the club unaccompanied.**
- Once at the clubhouse, parents will need to give their child's name to staff to enable them to be registered. **If a child is not on the register, they will not be admitted to the club.**

Covid-19 arrangements:

- Please note that in using the breakfast club, children will belong to two distinct school bubbles: their year group and the breakfast club. This means that, in the event of a positive case in either breakfast club or their year group, they would need to self-isolate if identified as a close contact.
- The school's risk assessment has been updated to accommodate the breakfast club bubble and is available on the school's website.
- All cleaning and hygiene measures set out in the school's risk assessment for year group bubbles will apply to the breakfast club bubble.
- The school reserves the right to refuse entry if we believe a child is displaying Covid symptoms.
- The school is unable to refund breakfast club bookings that cannot be taken due to covid-related reasons, including for self-isolation of households or because a child is a close contact of a positive case.

If you wish to use the breakfast club at our school, please complete, sign and return the attached form to indicate your agreement to our terms and conditions.

These terms and conditions will be reviewed annually, or sooner in the event of significant changes. Once re-issued, parents will need to sign and return the revised version in order to continue to access the breakfast club.



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Breakfast club – Parental Agreement to Terms and Conditions

Parent name:

Child name: Class:

I agree to adhere to the terms and conditions of the school's breakfast club.

I understand that any booking that I make will not be confirmed until full payment has been received by the school. I understand that if I have any outstanding debt with the school I will not be able to access the breakfast club until those debts have been cleared.

I understand that I cannot access the breakfast club without a confirmed place and that if my child's name is not on the register then entry to the club will be refused.

I understand that my child will become part of the breakfast club bubble, in addition to their year group bubble, and this may have implications for them in relation to self-isolation in the event of a positive Covid test.

I understand that the school is unable to offer a refund in the event that my child is unable to attend the club.

Parent name (print):

Signed: Date: