



## **HEATHWOOD LOWER SCHOOL BREAKFAST CLUB: TERMS AND CONDITIONS**

The Breakfast club is held in a warm and friendly environment for children to come and have breakfast, fun and free time before the starting of the school day. It is held at Heathwood Lower School and located in the Pre-school classroom during term time from 8 am to 8.50 am, Monday to Friday. The club is open to children both from Heathwood and Dovery Down from Reception Year through to Year 4. Children are walked over to Dovery Down at 8.40am.

### **STAFF**

Club Supervisor - Mrs Maxine Stanford NVQ Level 3 in Early Years Childcare and Education

Club Assistants - Mrs Davina Sweetman and Mrs Johanna Beilby

### **BOOKING, FEES AND PAYMENT**

- A Registration form is required for each child that attends the Club
- All users of the Breakfast Club must agree to the terms and conditions set out in the Finance Contract and return a signed copy to the School Office.
- Please ensure all bookings are made at least half a term in advance using the Club's booking form. Places can be booked for regular use on one or more days per week.
- These three forms must be completed and returned each academic year. Children will not be able to attend until we are in receipt of these forms (and payment made).
- Attendance fee is £3 per session per child (including breakfast). However the cost is £3 irrespective of whether your child has a breakfast or not.
- We can accept payment either by cheque (cheques payable to 'Heathwood Lower School'); by cash; by childcare vouchers or by making an on-line payment. Our bank account details are as follows: *Name of account: CBC re. Heathwood Lower school SCN: 60-02-13 and Account number : 62411632*
- No credit or refund will be given for sickness or cancelled sessions, as our staff are employed in relation to the number of children present. It also means that other children may be denied a place who could have been admitted.

### **SICKNESS, ACCIDENTS, FIRST-AID AND EMERGENCIES**

- If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form.
- In case of a minor accident, basic first-aid will be administered
- All accidents are recorded in the Accident Log book

### **BEHAVIOUR**

Children are expected to behave politely and sensibly. As in school, persistent or serious misbehaviour will be reported to parents and to the Head Teacher. Parents will then be asked to make alternative arrangements.

### **PARKING IN THE SCHOOL GROUNDS**

In the interest of children's safety, all parents of Breakfast Club children should refrain from driving onto the school premises. Instead, please park outside the school grounds. The Club can be accessed via the Chiltern Gardens pedestrian gate.

*Policies for the Breakfast Club are in conjunction with Heathwood Lower School's policies.*