



## INFORMATION PACK 2022-2023

For further information, please contact the School Admin Office

Tel. 02086844003

Email: [breakfastclub@broadmead.croydon.sch.uk](mailto:breakfastclub@broadmead.croydon.sch.uk)

## Broadmead Bears Breakfast Club

Our Extended Services are open to all children attending Broadmead Primary School on a first come, first served basis. It will operate on school premises in a safe environment, led by the Breakfast Club Manager and supported by a team of high quality trained staff

Start date: **1st September 2020**

Time: **7:40 am**

Cost: **£3.00 per child (each session) Weekly cost: £15.00**

Location: **Small Hall/Main Dinner Hall**

- The Breakfast Club will offer a fabulous range of activities for your child.
- The Club will provide breakfast between 7.40 – 8.30am to your child.
- Parents will drop children via the Front Entrance and will be required to sign in your child/children.

The clubs will operate during TERM TIME ONLY in accordance with our Terms & Conditions.

Registration and Booking forms must be submitted prior to attendance of the club. Your placement must be confirmed by the Breakfast Club Leader by email. Once your place is confirmed, you will be assigned to parent pay where you can pay for the service – Broadmead Bears Breakfast Club. Payment must be made at least 7 days in advance each week e.g. Friday, using Parent Pay. No child will be admitted if the forms and fees have not been completed/paid.

Our OFSTED registration number would be communicated in due course. Child care vouchers are accepted. Vouchers must be processed two weeks in advance. To enquire about availability-

please call the school office on 02086844003 or via email:

[breakfastclub@broadmead.croydon.sch.uk](mailto:breakfastclub@broadmead.croydon.sch.uk)

**THE BROADMEAD BEARS BREAKFAST CLUB REGISTRATION AND  
BOOKING FORM**

Child's Details					
Name		DOB		Class	

Parent / Carer contact details:		
Name		
Home Tel.	Mobile:	Work Tel
Email		

Other emergency contact details:		
Name & Address		Relationship
Home Tel.	Mobile:	Work Tel.

Booking form: Tick the box to indicate the session(s) you wish your child to attend				
Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requested dates:

I would like my child to attend from:                      to

### Medical and dietary information:

Child's Name:	
Name of Child's Doctor:	
Doctor's Address:	
Doctor's Telephone No.	
Please list any medical conditions (e.g. asthma):	
<ul style="list-style-type: none"><li>▪</li><li>▪</li></ul>	
Please list any medical allergies (e.g. allergic to penicillin):	
<ul style="list-style-type: none"><li>▪</li><li>▪</li></ul>	
Please list any dietary/food allergies (e.g. dairy):	
<ul style="list-style-type: none"><li>▪</li><li>▪</li></ul>	

### First aid consent:

To give your consent, please tick the boxes

- I give permission for first aid to be carried out on my behalf by a trained first aider.
- I consent to any emergency medical treatment if necessary during the running of the club.
- I authorise Broadmead Bears Breakfast Club staff to sign any written consent required by the hospital authorities, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

In signing this form, I declare the information to be true and accurate. I have read the **Terms and Conditions** of Broadmead Primary School Extended Services and agree to follow its policies and procedures.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BROADMEAD BEARS BREAKFAST CLUB TERMS AND CONDITIONS

Please return a signed copy to the school office FAO Breakfast Club Leader or via email -

Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form. Please contact [breakfastclub@broadmead.croydon.sch.uk](mailto:breakfastclub@broadmead.croydon.sch.uk) if you have any questions.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these **terms and conditions**.
2. A **non-refundable advance must be paid before your** child can be allocated a place. Please Note: The total amount of the deposit will be calculated on the amount of days booked per week.
3. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing to the Breakfast Club Leader.
4. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list. And give 1 weeks' notice.
5. Breakfast Club starts at 7:40 am and closes 8.45am when the children will be escorted to class. Parents will be required to come in to sign their children in at the point of drop off.
9. Breakfast club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed e.g. Inset days, Snow days
10. **If your child is unable to attend a session, you must notify the Breakfast Club Staff by 7:15 am on [breakfastclub@broadmead.croydon.sch.uk](mailto:breakfastclub@broadmead.croydon.sch.uk) You must also notify the school office if their absence means they will be absent from school.**

Please Note: At the time of booking you select specific days which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund. In the case that you have not yet paid for this session, the monies will be outstanding to the extended school services and your child will not be able to take part in any extended school services until this payment has been made.

11. Parents will be provided an Invoice confirming their total booking period and amount due for the total period. Payment for clubs must be paid at least one week in advance. Parents have two payment options: Parent Pay: Parents/carers must keep track of their payments and the total sum required for the booking period. Child Care Vouchers: Child Care Vouchers are accepted. If you choose to pay with child care vouchers you must allow enough time for Broadmead Primary School to be registered with the child care voucher provider.

We cannot authorise any payments with child care vouchers until the school is registered with the provider and payment is collected from the provider. Please note: Registering with child care providers can take up to two weeks depending on the provider. Parents/carers must inform the Extended Services Manager of their means of payment so this can be logged to avoid confusion.

Please note: Payment reminders from the school cannot be arranged. Parent Pay have an automatic reminder service if you wish to set this up the office staff can advise you on how to do so. If payment is not made within 12 hours of attending the session, entry may be refused on the basis that payment may not have yet been successfully logged and noted by the extended service staff.

12. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including any other outstanding fees from other school services. Please see our Debt Policy.

13. Once your child has been allocated a place you must give two weeks' term time notice (two weeks while the school is open) to cancel this agreement. Any session within these two weeks' notice period will need to be paid in full. Any changes to the agreed days would also require notice and would be based on availability.

14. The extended school services are additional care outside normal school hours. The club's policies and procedures reflect the school policies and procedures and parents can read the extended schools' policies and procedures on request at the school office.

15. The Extended Service Staff aim to provide a safe, stimulating, and happy environment for all children. The extended service staff reserve the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

16. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services Staff. If this is not resolved, please contact the school office. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

17. By consent of the parent, the person who collects the child must be 14 years or over.

I have read and understood the Broadmead Bears Breakfast Club Terms and Conditions.

Child Name:

Parent/Carer Name:

Parent/Carer Signature:

Date: