



BREAKFAST CLUB TERMS AND CONDITIONS 2024-2025

Child's Name:		Class:	
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1 REGISTRATION

- 1.1 In order to attend Breakfast Club, all children must be registered in advance via the Registration Form. By registering your child for Breakfast Club you accept and agree to be bound by these Terms and Conditions (the "T&Cs").
- 1.2 Registering your child with Breakfast Club does not guarantee them a place.

2 ESSENTIAL INFORMATION

- 2.1 It is the parent/carers responsibility to notify Breakfast Club of all relevant information about their child (e.g. allergies, medical conditions, dietary requirements, special needs, etc.) and to ensure all necessary medication is supplied to Breakfast Club. This is separate and in addition to any information and/or medication supplied to the school for the school day.
- 2.2 If for any reason the school is closed, or restrictions are placed on the school limiting who can attend, Breakfast Club will also either be closed or subject to the same restrictions. Fees will not be charged where children cannot attend sessions in these circumstances.

3 FEES

- 3.1 Current fee rates are available on our website or from the school office. Please check fee rates before you book.
- 3.2 Fees are charged per whole session – part attendance will not result in lower fees.
- 3.3 One month's written notice will be provided of any change to the fees.
- 3.4 Once a session is booked, fees are payable whether or not the session is attended. This includes during periods of absence during school term time, e.g. due to sickness, holidays, medical appointments, etc.
- 3.5 Fees must be regularly paid, preferably in advance or at the point of booking. If your child's Breakfast Club account is in arrears we will contact you regarding payment. If debts continue to accrue we may cancel your child's Breakfast Club registration and refuse entry until payment is made, we will give prior notice before taking this action.

4 BOOKINGS

- 4.1 Sessions can only be attended if they are booked in advance. Bookings close 24 hours before the start of the session.
- 4.2 If you need to cancel your booking please contact adminoffice@anton-inf.hants.sch.uk at least 24 hours before the start of the session. We cannot accept changes to bookings within this period for any reason.
- 4.3 Parents/carers are responsible for booking sessions for their child/ren via the school's online booking and payments system: Arbor. Please ensure you are logged into the Infant School Arbor system. Sessions can be booked daily, weekly, monthly, termly or for the whole academic year.
- 4.4 Please do not book more sessions than you can pay for. We ask that Breakfast Club balances fully paid where possible.

5 PAYMENTS

- 5.1 Acceptable payment methods are as follows:
 - 5.1.1 Card payment through Arbor. You can pay at the point of booking or make top-up card payments.
 - 5.1.2 Payment by Childcare Vouchers and/or the Government's Tax-Free Childcare scheme. Where

payment payment is made via these routes, it is your responsibility to inform the school office and provide all of the necessary details for the Office Team to add this to your child's account.

6 NOTICE

- 6.1 In order to help with staffing and planning for Breakfast Club, we ask that you give us written notice if your child/ren will no longer be attending sessions.

7 CLUB TIMES, DROP-OFF, COLLECTION AND LATE CHARGES

- 7.1 Opening Times are: Breakfast Club – 7:45am to 8:45am. **The latest drop-off time for Breakfast Club is 8:25am.**
- 7.2 The person dropping your child at Breakfast Club must accompany them to the gate and hand them over to a member of staff in person. Children must not arrive unaccompanied or be left at the gate to wait for a staff member.

8 CLUB RULES

- 8.1 All children are welcome at Breakfast Club.
- 8.2 Children **must not bring any food items into Breakfast Club.** We have children with severe, life-threatening allergies and cannot risk cross contamination.
- 8.3 Children **must not bring their own toys, valuables, or money into Breakfast Club,** unless specifically asked to do so. We cannot accept any responsibility for damage to or loss of personal items.
- 8.4 **Unacceptable behaviour** within Breakfast Club will be dealt with by following our [Behaviour Management Policy](#).
- 8.5 Children are expected to respect the staff, other children, property, equipment, and premises of Breakfast Club. We reserve the right to ask the parent/carer to pay for a replacement or repair if damaged.
- 8.6 Parents/carers are expected to treat our staff with courtesy and respect.

9 MISCELLANEOUS

- 9.1 The success of Breakfast Club depends on the co-operation of all those involved, therefore parents/carers should feel free to address any comments they wish to make to a member of staff. Parents/carers may request to view our policies and procedures at any time.
- 9.2 Breakfast Club reserves the right to change these T&Cs. Any changes will be notified to you in writing. Where possible we will give one month's notice of any change to these T&Cs. Your continued use of Breakfast Club will signify your acceptance of any adjustment to these T&Cs.
- 9.3 Information supplied will be used for registered purposes under GDPR. Our Privacy Notice is available to view on our website at <https://www.antoninfantschool.com/policies/>.



DECLARATION: I confirm I have read, understood and agree to be bound by these Terms and Conditions. I understand that failure to adhere to any of these Terms and Conditions will jeopardise my child's place in Breakfast Club.

Parent/Carers Name:

Signature:

Date:

Breakfast Club Contact Details:

	Breakfast Club Line 7.45-8.30am	01264 598 546
	School Office 8.30am-3.45pm	01264 598 546



Email

adminoffice@anton-inf.hants.gov.uk