



# BREAKFAST CLUB

[breakfastclub@oldfield-brow.com](mailto:breakfastclub@oldfield-brow.com)

Oldfield Brow Primary School

Taylor Road, Altrincham

WA14 4LE

0161 926 8646

## Terms and Conditions

1. Registration forms must be completed in full now that your child has been allocated a place. This includes accepting Breakfast Club's cancellation procedure and our Terms and Conditions.
2. Sessions must be booked and paid for at least 48 hours in advance, any sessions booked/attended with less than 48 hours notice will incur a £5 ad hoc fee.
3. Parents/Carers must ensure all details on the medical forms are accurate and up to date. Breakfast Club must be notified of any changes.
4. Access to Breakfast Club in the morning is through the back, right side of the school. Please ring the bell when you arrive at the double doors. School office staff will not admit children through the front entrance.
5. Children must arrive before 8.30am if they wish to have breakfast. No breakfast will be served after this time. Lessons start at 9.00am and children will be escorted to class.
6. An authorised adult must sign the attendee into the Breakfast Club on each morning they attend unless previously agreed for Year 5 and Year 6.
7. The 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.
8. If your child is unable to attend a session you must notify Breakfast Club. You must also notify the school office if their absence means that will be absent from school. Please Note: At time of booking you must select specific days/dates 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 unless it falls within our cancellation terms. (Less than one weeks' notice – no refund). In the case that you have not yet paid for the session, the monies will be outstanding to the school and your child will not be able to take part in any club until this payment has been made.
9. **Payment must be paid 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 or Child care vouchers. Parents/Carers must inform Breakfast Club of their means of payment so this can be logged to avoid confusion. Parents will only receive a reminder letter if fees are outstanding at the end of each term.
10. Outstanding payment: Breakfast Club reserve the right to refuse any child entry into the club if payment is not made including late charges and any other outstanding fees from other extended school services.
11. Once your child has been allocated a place you must give one weeks' notice to cancel this agreement. Any session within this one week period will need to be paid in full.
12. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures.
13. Breakfast Club staff aim to provide a safe, stimulating and happy environment for all children. The staff reserve the right to exclude any child whose behaviour is disruptive, following the schools behaviour policy.
14. 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 Breakfast Club staff. If this is not resolved please contact the Business Manager, Mrs Hopkins, at school. If you are unable to resolve this issue please follow the schools formal complaints procedure.