



**STRICTLY PRIVATE & CONFIDENTIAL
BROMET BREAKFAST CLUB
CHILD INFORMATION FORM**

Childs Name:	Date of Birth:
Doctor:	
Doctors Address and Telephone Number:	
Does the child have any known medical problem or additional needs?(Please state)	
Please detail any medical needs your child has or any medication he/she takes (please provide full details)	
Does your child have any known allergies or major dislikes (food or materials)? Please detail how these are controlled.	
Does your child have any special dietary requirements?	
Is there any other medical information that we should know? i.e major operations , illnesses.	
Please list all parent/carer emergency contact numbers in order of how you would like them to be contacted.	
1.	
2.	
3.	
4.	

In the event that my child is involved in a serious accident I expect to be to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child.

Signed: _____ Dated: _____

Print Name: _____ Relationship to child: _____

TERMS AND CONDITIONS

Breakfast Club 8.00am until 8.45am – Breakfast served until 8.20am

1. Aims

(a) Our aims:

We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging and challenging. It is also a place to be with friends and make new ones; try out new activities, to relax, to have fun and where appropriate complete homework tasks. Parents/carers are expected to give their support and encouragement to the aim of club, to uphold and promote its good name, and to ensure that appropriate standards of punctuality, behaviour, discipline, and hygiene are maintained.

(b) The child's health:

Parents/carers must inform the school if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency that are displayed in the school office and a child must not be brought to school if unwell.

2. Parents/carers authority

- (a) **Welfare of the child:** The parents/carers authorise staff to take all necessary action to safeguard and promote the welfare of the child.
- (b) **Accidents:** All accidents that staff are made aware of are documented in an accident book and reported to parents/carers.
- (c) **Loss of property:** School will not be liable for loss of property brought onto the premises by any parent/carer or child.

3. Entry to Breakfast Club

- (a) **Registration:** Once a registration form has been completed and returned to us a child will be registered with our service.
- (b) **Booking a place:** A place can be booked via the School Gateway. All bookings are payable in advance of your child commencing the club. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed. (see clause 5a) Please also note that the booking deposit may be at risk in the event that one month's notice is not given upon cancellation of the place.
- (c) **Standard terms and conditions:** Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.
- (d) **Termination of the Contract:** Parents are required to give one month's notice to terminate the contract. The school may terminate the contract in the case of non-payment of fees or failure to comply with behaviour policy.

4. Fees and Extras

- (a) **Items Covered:** Fees meals and snacks (where appropriate) . Extra curricular activities may be charged separately and will not be refunded or waived.
- (b) **Payment of Fees and Extras:** All bookings must be made via the School Gateway and payment made at the time of booking. Children may be excluded from the Breakfast Club at any time when fees are unpaid.
- (c) **Responsibility for Payment:** Fees are the responsibility of each person who has signed the Registration Form.
- (d) **Late payment of Fees:** Payments not received on time will incur an administration charge of £25.00 per week. Provision may be withdrawn for non-payment.

5. Cancellation, Withdrawal and Fees in Lieu

- (a) **Cancellation policy:** If parents/carers do not wish their child to attend a session they must notify the School at least one working week in advance. Failure to do so will incur payment in full, whether sessions were attended or not. Fees may not be waived through absence or sickness.
- (b) **Termination policy:** One month's notice in advance should be given if your child will no longer be attending. Failure to give a month's notice may result in any deposit being forfeited.
- (c) **Removal:** Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Staff that the continued presence of the child is incompatible with the interests of the Breakfast Club.

6. General Conditions

- (a) **Child Protection:** The staff have a duty to report any significant concerns they might have about the safety/well-being of a child to the Headteacher.
- (b) **Equal Treatment:** Bromet School welcomes staff and children from many different ethnic groups, backgrounds and cultures. Similarities and differences are valued and respected and all children are treated equally. All staff will comply with the Code of Practice for Special Educational Needs and Special Disability Act 2001, a copy of which can be found in the office, and will do all that is reasonable to accommodate the needs of children with disabilities.
- (c) **Discipline:** The parents/carers hereby confirm that they accept the authority of the staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the school community. The Breakfast Club will follow the Behaviour Policy of the school which incorporates the Anti-Bullying Policy.
- (d) **Photographs/video:** Parents/carers who do not wish their children to be photographed or videoed in the Breakfast Club must inform the school stating this. Photographs/video of the children may be used in the Schools promotional material such as press releases and the school website. Parents/carers who do not wish their children's images to be used in this way should inform the school in writing.
- (e) **Severe weather:** In the event of Breakfast Clubs closure due to severe weather parents/carers will be contacted via the emergency telephone number they provided.
- (f) **Complaints:** Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay, following the school complaints procedure which can be found on its website.

I have read, understood and agree to comply with the Terms and Conditions of the Breakfast Club.

Name of child/children: _____

Parent/Carer Signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

Please return this copy