

# Rise and Shine Breakfast Club



St Albert the Great Catholic Primary School

*"The more I learn about the world in which I live the closer I grow to God"*



## Terms and Conditions

### The Catholic Ethos of the School

At St, Albert the Great Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a safe, warm and caring environment within which all children can learn and develop.

Our school was founded by and is part of the Catholic Church. Our school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

### 1. Aims of the Rise and Shine Breakfast Club

1. To provide a warm welcome and a high quality, safe and happy service which meets the needs of the children and their parents / carers at the beginning of each school day.
2. To provide an environment that is safe, supportive, encouraging and challenging where children can meet their friends, make new ones, try out new activities, relax, have fun and enjoy.

### 2. Opening Hours

The Rise and Shine Breakfast Club sessions start at 7.45am and finish at 8:45am on Mondays to Fridays. It is a term-time only setting and therefore it does not open on Bank Holidays or "Inset" days. Term dates are in line with St. Albert the Great School and can be found on the school web site or on the parent notice board.

### 3. Entry to the Rise and Shine Breakfast Club

The Rise and Shine Breakfast Club caters for children who attend St. Albert the Great Catholic Primary School who are in years Foundation Stage 2 to Year 6. The Club operates a 1:8 adult to Child ratio for under 8's.

#### Registration

Once a booking form has been completed and returned to the Breakfast Club a child will be registered with our service. If there are vacancies children will be offered places in the appropriate sessions.

#### Booking a Place

Once the booking form has been completed additional sessions can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

#### Standard Terms and Conditions

Reasonable charges may be made from time to time to these standard Terms and Conditions.

#### Termination of Contract

A child will leave the Rise and Shine Breakfast Club when he / she leaves St. Albert the Great Catholic Primary School. A child will no longer be registered with our service if they have not attended for one term.

The co-ordinators of the Rise and Shine Breakfast Club reserve the right to refuse admittance to the club if the parents / carers or child do not comply with the Terms and Conditions of the Club.

### 4. Fees and Extras

#### Fees

The Rise and Shine Breakfast Club reserves the right to review fees termly. Notice will be given in writing as soon as practical.

#### Items covered

Fees cover meals and snacks. Extra curricular activities may be charged for separately and will not be waived or refunded.



### Payment of Fees and Extras

An invoice will be prepared on receipt of the registration form and must be paid in advance of each session. Children will be excluded from the Rise and Shine Breakfast Club at any time when fees are unpaid.

### Responsibility for payment

Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

### Retainer Fee

If the parents / carers of a child wish to keep a place open for their child during an extended absence from the Rise and Shine Breakfast Club they will be required to pay a retainer fee.

## **5. Cancellation, Withdrawal and Termination**

### Cancellation Policy

**Fees will not be waived through absence or sickness.**

### Termination

One month's notice is required in the event that a child should leave the Rise and Shine Breakfast Club when. This termination should be made in writing.

### 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 Supervisor that the continued presence of the children is incompatible with the interests of the Rise and Shine Breakfast Club. **There would be no refund of fees in these circumstances.**

### Termination

One month's notice is required in the event that a child should leave the Rise and Shine Breakfast Club when. This termination should be made in writing.

## **6. Arrivals and Departures**

The children are the responsibility of their parents / carers until they have been signed in by a person over 16yrs. Any messages or correspondence for the office can be given to the adult at the front desk. Last breakfast is served at 8.20am we therefore request that if your child be registered by 8.15am if they require breakfast. Children who arrive after this deadline must have eaten at home but can be dropped till 8.35am.

## **7. Absence and Sickness**

Please advise the Rise and Shine Breakfast Club your child cannot attend for any reason. In cases of emergency you may contact the school by telephone.

Please keep your child at home if they are suffering from any of the following:

- diarrhoea,
- nausea,
- any unknown rashes,
- or any other illnesses combined with a high temperature.

Staff reserve the right to refuse acceptance of a child who is thought to be unfit to attend.

## **8. Personal Property**

No responsibility by the Rise and Shine Breakfast Club can be accepted for loss or damage to clothing or children's property. Please note following advice from a dentist teeth should be cleaned before eating breakfast, we therefore do not offer facilities to clean teeth at school.

## **9. Photographs**

Photographs / video of the children may be used in the Rise and Shine Breakfast Club's promotional material such as press releases and the school website. Parents / carers are required to provide permission for images of their children to be used in this way by completing section 5 on the booking form.

## **10. Allergies and Medication**

It is the responsibility of parents / carers to inform Rise and Shine Breakfast Club staff of their child's allergies. Precautions will then be taken to ensure the safety of the child concerned.

The Rise and Shine Breakfast Club will follow St. Albert the Great Catholic Primary School's Medication Policy.



### **11. Accidents**

There is a first-aider present at each session. Some accidents are unavoidable but should one occur, you will be informed and it will be entered into the accident book, and on an accident sheet, you will be asked to sign them and be given a copy of the details.

### **12. Complaints**

There is a school complaints procedure for you to use should the need arise. The Rise and Shine Breakfast Club co-ordinator and staff take each complaint seriously and will listen and reply to all your concerns. There is also an annual parental questionnaire for parents / carers to use as constructive way and to suggest their ideas for to improve the Rise and Shine Breakfast Club provision.

### **13. Policies**

The Rise and Shine Breakfast Club follows the policies of St. Albert the Great Catholic Primary School. This provides consistency for the children. The policies are regularly reviewed and parents / carers may ask to see them at any time (please try not to make it at the end of the session).

### **14. Child Protection**

The Rise and Shine Breakfast Club staff have a duty to report any significant concerns he / she might have about the safety / well-being of a child to the Head teacher or, in her absence, Alison Bryant. All staff will have had a CRB police check and It is made clear to all new applicants for work that positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **15. Confidentiality**

Parents / carers agree to inform Rise and Shine Breakfast Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or another person. Rise and Shine Breakfast Club staff will be informed of sensitive issues concerning the children on a 'need to know' basis.

### **16. Learning / Physical Difficulty**

Parents / carers should inform Rise and Shine Breakfast Club that their child has learning / physical difficulties so that the appropriate provision can be provided.

### **17. Equal Treatment**

Rise and Shine Breakfast Club welcomes staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally. The Rise and Shine Breakfast Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Rise and Shine Breakfast Club will follow the school's Equal Opportunities Policy.

### **18. Discipline**

The parents / carers hereby confirm that they accept the authority of the Rise and Shine Breakfast Club Co-ordinator and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Rise and Shine Breakfast Club community. The Rise and Shine Breakfast Club will follow the Behaviour, Anti-bullying and Racial Equality policies of the St. Albert the Great Catholic Primary School.

### **19. Severe Weather**

In the event of the Rise and Shine Breakfast Club's closure due to severe weather parents / carers will be contacted via the school's text messaging service. Fees will not be waived in these circumstances.

### **20. Insurances**

The Rise and Shine Breakfast Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

### **21. Waiver**

Any waiver of these Terms and Conditions is only effective if given in writing by and on behalf of the Co-ordinator.



**22. Jurisdiction**

The contract to comply with the Terms and Conditions of the Rise and Shine Breakfast Club is made solely with the Rise and Shine Breakfast Club and overseen by St. Albert the Great Catholic Primary School

**Should you wish to enrol your child with the Rise and Shine Breakfast Club please complete the attached booking form and return it to the school office.**



# Rise and Shine Breakfast Club



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## Booking Form

I wish to register my interest in my child/(ren) attending the Rise and Shine Breakfast Club.

I have read and agree to accept the Rise and Shine Breakfast Club Terms and Conditions Y/N

**Family Name:**

Child 1:

Child 2:

Child 3:

DOB:

DOB:

BOB:

**Parent/Guardian details**

| Title   | First name | Surname | Title   | First name | Surname |
|---|------------|---------|---|------------|---------|
| Home Address:   |            |         | Home Address if different:                              |            |         |
| Does the child normally live at this address:<br>Yes/No |            |         | Does the child normally live at this address:<br>Yes/No |            |         |
| Work Address:   |            |         | Work Address:   |            |         |
| Home No   | Work No    | Mobile: | Home No   | Work No    | Mobile: |
| Email Address:  |            |         | Email Address:  |            |         |
| Parental Responsibility: Y/N                            |            |         | Parental Responsibility: Y/N                            |            |         |



**Emergency Contact Details**

|          |                   |                        |
|----------|-------------------|------------------------|
| Name:    | Telephone Number: | Mobile Number:         |
| Address: |                   | Relationship to Child: |
| Name:    | Telephone Number: | Mobile Number:         |
| Address: |                   | Relationship to Child: |

Childs Doctor:

|                 |               |
|-----------------|---------------|
| Name of Doctor: |               |
| Address:        | Telephone No: |

About your Child:

|   |
|---|
| Please detail any additional/special needs your child has (Please provide full details)           |
| Please detail on dietary requirements/food allergies for your child (Please provide full details) |
| Is there anything your child does not like (food, game etc) or is scared of?                      |
| What are your child's favourite activities?   |

I give / do not give permission for my child's images to be put on the school website, on Rise and Shine Breakfast Club displays or in promotional materials

I give / do not give permission for my child to take part in Walk To School On Wednesday.

Write your child's / children's names next to the morning's which mornings you would like them to attend

|                  |  |
|------------------|--|
| <b>Monday</b>    |  |
| <b>Tuesday</b>   |  |
| <b>Wednesday</b> |  |
| <b>Thursday</b>  |  |
| <b>Friday</b>    |  |

Signed:.....

Date:.....

Date received:



# Rise and Shine Breakfast Club

## Expectations of Students.

| Rule   | Why   |
|--|---|
| Parents <i>must</i> drop children to the hall <i>every</i> morning.  | For safety reasons, children are not responsibility of staff until in the hall. |
| Bags must be hung on coat rack and not on floor<br>(No bags to classrooms)   | To keep children and staff safe and avoid trips                                 |
| Breakfast must be eaten before activities.<br>(remember to use hand gel)   | So breakfast is not missed as last breakfast served at 8.20am                   |
| All children must feel included in activities, older children expected to lead by example  | To ensure all children have a happy start to their day                          |
| Equipment must be kept on mats or tables to avoid tripping hazards   | Safety and ensuring toys remain in good order                                   |
| Only disabled toilets to be used you must request a blue band  | So staff know where children are at all times                                   |
| No children are allowed to leave Breakfast Club hall without an adult, we will dismiss onto playground (FS2 Taken to class) once bell has rung | Safety  |
| Children are not to let friends in through any out side door. Teachers only to open doors  | Safety  |
| All children expected to help with clearing club away and toys to be treated with respect and stored in correct boxes                          | Team work and respecting toys   |
| Prayers are expected to be said by all children  | To show we are in sympathy with school faith                                    |
| No balls inside  | Safety  |

I will ensure I follow rules so I and my peers are safe and happy 😊

Signed: ..... Yr .....

Thank you for ensuring Rise and shine Breakfast Club is a safe and happy start to everyone's day.



