

Appendix 1

Brindishe Green Breakfast club

Registration contract and guidelines for parents and children

Thank you for showing an interest in joining our breakfast club. Included in the pack below are the club's guidelines, aims and policy details plus the contract and registration form. Please read the guidelines carefully and explain them to your child(ren). When filling in the form please take care with your answers. If you have any queries, please talk to our Extended Services manager. It is important that you fill in the form accurately, your child(ren)'s welfare and safety depend on it. Please remember to inform our Extended Services manager of any changes to the details on the form as soon as they occur. This is particularly important with your contact details. The pack also contains the procedures the members of the Breakfast Club team will take in an emergency.

Breakfast Club Guidelines

These rules are to ensure the safety of your child(ren) whilst attending the club. Please read them and explain them to your child(ren) and then sign the registration and contract forms to indicate that you and your child(ren) agree to the conditions.

- Children must be registered every morning with a member of the Breakfast Club team by either the adult dropping them off or by themselves if they are year5/ and permission has been provided.
- Children must not leave the club until escorted to the main school building by the Breakfast Club team. It is the parent/carer's responsibility to ensure that their child(ren) understand that they cannot leave until told to do so by a member of the Breakfast Club team.
- Children should not go into any unsupervised area.
- Children should not bring their own toys to Breakfast Club.
- Whilst the Breakfast Club team will endeavour to ensure that the children take their belongings with them at the end of each breakfast session, they cannot accept responsibility for any belongings left behind and have no storage space for lost property. Please ensure that your child(ren)'s belongings are suitably labelled so that they may easily be returned to them.
- Your child(ren) are expected to always behave appropriately in accordance with our Behaviour Policy (full details on the school website).

Breakfast club Contact Details and collection point

The Breakfast club collection point is situated in the school hall.

All activities will take place in the school hall, studio, indoor lunchtime playroom, and playground.

Address	Brindishe Green Primary School, Beacon Road, Lewisham, Se136EH
E-mail	extendedservices-bg@brindisheschools.org
Telephone	020 8852 7245 07787434200 (Please use in the event of an emergency between 7:45- 8:15am)

Registration number URN 100687

Behaviour Policy

Children and adults are expected to always adhere to the school's good behaviour policy. (Full details on the school website)

Child Protection Procedure

All breakfast club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website)

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Contract for Users of Brindishe Green Breakfast club

Pupil(s) name(s):

- 1.
- 2.
- 3.

Terms and conditions listed below form the contract between the parent/carer and Brindishe Green Primary School.

- Breakfast club will be open during the school's term times, 5 mornings a week, Monday to Friday from 7.45am.
- Your child(ren) must be registered with a breakfast club team member on arrival at the club.
- Your child(ren) will be offered a breakfast at 8am each day.
- Payment for breakfast club should be made online via the Horizons website. Payment should be made half termly in advance unless a prior agreement has been made with the Headteacher extended service manager. The current cost is **£6 per session**.
- Payment should be made for any days that form part of this contract even if a child does not attend unless prior agreement has been reached with the Headteacher or school office.
- Parents should book their sessions by the half term or any longer period. Parents should give notice in advance (half termly) in writing to the extended service manager when they wish to relinquish their child's place at the breakfast club. Any ad hoc sessions must be agreed with the school prior to the day required.
- The school reserve the right after discussion with a parent/carer to withdraw a place for a child who does not show our school values or whose parent/carer does not pay for their child's breakfast club sessions.

I have read and agree.

Parent/carer name

Signed Dated / /

Headteacher, Katie Matthews (signed) Dated / /

Breakfast club Registration form (Confidential)

Child(ren) details		
Name (1)		
DOB	Year	Class
Name (2)		
DOB	Year	Class
Name (3)		
DOB	Year	Class
Days requested *please tick where applicable		
MONDAY <input type="checkbox"/>	TUESDAY <input type="checkbox"/>	WEDNESDAY <input type="checkbox"/>
THURSDAY <input type="checkbox"/>	FRIDAY <input type="checkbox"/>	
Parents/Carers (1)		Parents/Carers (2)
Name		Name
Home address		Home address
Mobile		Mobile
E-mail		E-mail
Emergency Contacts Please give details of three people to be contacted in the case of an emergency and that they can collect your child should the need arise:		
Name	Relationship	Contact number
1.		
2.		
3.		
Medical details		
Does your child(ren) have any medical problems/requirements that the Breakfast club team should be aware of? Yes / No		
Does your child(ren) have any dietary needs/requirements that the Breakfast club team should be aware of? Yes / No		
Please list below (continue the back if needed)		
Childs name	Medical need	Dietary need

Doctor's Name:

GP Surgery address:

Telephone number:

EMERGENCY PROCEDURES

Accidents

Should your child injure themselves at the club, the procedure is:

The incident and any treatment will be recorded on a first aid form your child be sent home with a copy.

If the injury is to the head or a more serious injury and might require medical treatment parents/carers would be contacted as soon as possible.

Fire

The club have a fire evacuation plan in case of emergency in line with the school's evacuation policy.

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Child Protection Procedure

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I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Parent/carer name

Signed Dated / /