

GRINDON HALL CHRISTIAN SCHOOL



Breakfast club booking form

<i>Name of child:</i>	<i>Class</i>

Complete either section **A** for regular bookings or section **B** for occasional or one-off bookings

SECTION A – REGULAR BOOKINGS

I wish my child to have a regular place in Breakfast club on the following days: *(please tick)*

Monday	Tuesday	Wednesday	Thursday	Friday

From _____ *(enter the date you want this to start from)*

To _____ *(enter the date you want this to end)*

SECTION B – OCCASIONAL OR ONE-OFF BOOKINGS

I wish to request a breakfast club place for my child on the following date(s):

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SECTION C – DIETARY, MEDICAL CONDITIONS ETC

If there are any medical conditions, dietary requirements or other information that our breakfast club staff need to be aware of, please give details below.

SECTION D – PAYMENT DETAILS

Online payments to Sort Code 30-98-12 Account No. 16043968. Cheques to be made payable to Grindon Hall Christian School. Cash is only accepted if paying in person at the front office.

SECTION E – CONFIRMATION AND ACCEPTANCE

I have read and agree to the breakfast club terms and conditions:

<i>Parent/carer name:</i>	<i>Signature:</i>	<i>Date:</i>

GRINDON HALL CHRISTIAN SCHOOL

Breakfast Club - Terms and Conditions (effective from 1 September 2018)

General

1. Breakfast club (BC) is open to children attending Grindon Hall Christian School and is run by school staff.
2. The club is open from 8.00am to 8.30am on school days during term time only.
3. A simple breakfast typically cereal and toast will be provided and is included in the price.
4. Children entitled to Free School Meals will be offered breakfast without charge, however all places must still be booked in advance.

Bookings

5. Enquiries regarding the BC should be made to the finance office (Telephone 0191 5344444) or via email to finance@grindonhall.com.
6. Bookings must be made on the booking form available from the finance office, front office or website.
7. A booking request can be made for either a daily place, a regular place, e.g. every Tuesday, or 'one-off' dates. We aim to accommodate all requests made however places may be limited.
8. Your child's place at the club will be confirmed in writing. Once your day(s) are confirmed you will be guaranteed your requested day provided all payments are made in advance, attendance is regular and your child's place at the club has not been withdrawn.
9. If your child will not be attending a particular session that they are registered for please inform the school giving as much notice as possible.
10. Please inform the school if you no longer require your child to attend breakfast club. This can be done with immediate effect – you are not required to serve a notice period.
11. In the event that you would like to change the days that your child attends the BC a new booking form must be completed with your new requirements.

Payments

12. Students entitled to free school meals do not have to pay (although they must still book a place in advance). For all others the charge for each session is £1.00 per child. Payments can be made by bank transfer (details are on the booking form), in cash or by cheque. Charges may be subject to change.
13. Payments must be made in advance of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed
14. All payments are non-refundable as provisions are purchased based on the number of places a child is registered for. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances. This decision will be made by the school.

Dietary Needs and Medical Conditions

15. We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School/Care Plan' form available at the school office. It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with your child's name.
16. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the booking form.
17. Children are not permitted to bring their own food to breakfast club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

18. We reserve the right to withdraw an offer of a place in the following circumstances:
 - Where there is unacceptable behaviour resulting in distress or disruption to children or staff at the club
 - Where a child is collected late more than once in any half term.
 - Where a child has not attended the club for their allocated session for a period of 3 consecutive weeks.
 - Where payments are not made in advance.