



Marpool Primary School

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Marpool Breakfast & After School Club

Dear Parent/Carer

17th October 2018

Marpool Breakfast and After School Clubs run in the Breakfast and After School Club Rooms in the main building and is open term time for children from Marpool Primary School.

Breakfast club is open from 7.30am-8.40am. There is a two-tier pre-booked charge called Early Birds (7.30am-8.40am) and Sleepy Heads (7.50am - 8.40am). The cost of this pre-booked session is £4.00 for Early Birds and £3.50 for Sleepy Heads which includes breakfast and a drink. The children have the choice of cereals, fruit, yoghurt, toast, muffins and pancakes; also milk, orange or apple juice. The children from the FSU are taken up to their classes by a member of staff from Breakfast Club. The older children make their own way to their classes.

After School Club runs from 3.15pm until 5.30pm and the cost of this pre-booked session will be £7.00 for the evening. This price includes a healthy snack, such as fruit, toast or yoghurt and a drink, milk, water or juice.

At both clubs there are lots of activities for your children to be involved in. We have a safe, secure outside area where we have access to the playground, the field, use of the kitchen area for cooking and also the computer suite. We also have board games, craft activities, quiet reading, role play and various other things inside if we are unable to get outside.

Remember, you can book sessions up until midnight the evening before. Parents book their own sessions online, via www.schoolmoney.co.uk. Where a child is booked into a session on an ad hoc basis, these will be charged at £5.00 for breakfast club and £8.00 for after school club. An ad hoc session is any session booked on the day.

A charge of £5.00 will be made for late collection from after school club after 5.30pm.

If you are interested in your child attending Breakfast Club or After School Club please can you read and sign the attached contract of agreement and registration form, and book online using the SchoolMoney system in order to secure your place.

Many thanks and we look forward to seeing you soon.

Zowie Sharkey

Breakfast and After School Club Manager



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Breakfast & After School Club

Marpool Primary School Breakfast Club (7.30am – 8.40am) and After School Club (3.15pm – 5.30pm) run during term-time only, excluding non-pupil days.

We have fully competent and trained staff that will endeavour to provide suitable activities for all the children who attend. The suggested staffing ratio is 1 adult to 8 children. The children are provided with refreshments; which includes drinks and a light hot/cold snack (which they help to prepare).

In case of emergency, the club can be contacted on the school line

01395 263961 (option 5) or mobile 07887 394 175

TERMS AND CONDITIONS

- 1) Children can be dropped off at Breakfast Club from 7.30am.
- 2) Children must be collected from After School Club by 5.30pm prompt, or before.
- 3) Staff need to be informed if someone other than the parent/guardian will be collecting their child. If that person is not known to staff then they will need to provide a 'password', which will be told to the parent/guardian when they advise us that somebody else will be collecting the child.
- 4) All children must be registered with us before they can attend either Breakfast Club or After School Club and all relevant forms must be completed by the parent/guardian.
- 5) Bookings must be made in advance, using the SchoolMoney system. Any children not booked in advance will be charged a higher 'Ad hoc' rate.
- 6) When the debt exceeds £35 for a child or a payment is outstanding for more than 4 weeks, the parent/carer will be informed in writing (by email and a letter in the post) advising to make immediate payment. No extended school care will be provided to pupils once arrears exceed £35 or a payment is outstanding for more than 4 weeks until the debt is cleared in full.
- 7) Holidays (where more than 1 weeks' notice is given) and bereavements – no charge.
Sickness (where more than 12 hours' notice is given) – no charge.
Failing to attend session – full charge.
- 8) A charge of £5 will be made for late collection from After School Club (by 5.30pm prompt).
- 9) All information exchanged by any person involved with either Breakfast Club or After School Club must be kept strictly confidential.

CONTRACT OF AGREEMENT

The parent(s) of any child/children attending either Breakfast Club or After School Club should have read and understood the 'Terms and Conditions' before signing the following declaration:

1. Having read, understood and accepted all statements made in the 'Terms and Conditions', I would like my/our child/children to be accepted into the club.
2. I / We understand that any decisions made by the organisers will be final.
3. I / We agree to pay all fees in advance using the SchoolMoney system.
4. I / We will understand that the clubs run from 7.30am – 8.40am and 3.15pm – 5.30pm and that there will be a charge for late pick-ups.
5. I / We undertake to inform the staff if someone other than the parent/guardian is to collect my/our child/children.
6. I/We understand that for:
Holidays (where more than 1 weeks' notice is given) and bereavements – no charge.
Sickness (where more than 12 hours' notice is given) – no charge.
Failing to attend session – full charge.

We require at least one signature from a parent/guardian.

Name of

Child 1: _____ Class: _____

Child 1: _____ Class: _____

Child 1: _____ Class: _____

Signed: _____ Dated: _____

Print Name _____

Relationship to child: _____

Marpool Breakfast & After School Club registration

Child's name: _____ Class: _____
Date of birth: _____ Age: _____
Home address: _____

Postcode: _____ Home tel: _____

Parent / Guardian Information

1. Parental responsibility YES/NO Name: _____

Work address: _____

Email: _____ Work tel: _____ Mobile: _____

2. Parental responsibility YES/NO Name: _____

Work address: _____

Email: _____ Work tel: _____ Mobile: _____

Other Emergency Contacts

Name: _____ Relationship: _____

Address: _____

Email: _____ Work tel: _____ Mobile: _____

Doctors information

Doctors name: _____

Surgery address: _____

Postcode: _____ Tel no: _____

People authorised to collect the child

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Details of any significant health issues (including special educational needs and/or physical disabilities)

Details of any special requirements, allergies, significant food or drink preferences

Any other relevant information you think we should know

Signed: _____ Date: _____