



TERMS AND CONDITIONS FOR THE EARLY BIRD BREAKFAST CLUB

2020-2021

In all respects, the Breakfast Club will be run by Harvey Road School. For this reason, all practices and expectations will follow the schools policies and procedures with particular regard for: Safeguarding, Health and Safety, Behaviour Management and Equal Opportunities.

ADMISSION CRITERIA

Admission into Harvey Road School's Breakfast Club will be decided on the numbers of applications. There are a maximum of 50 places available.

Attendance will only be possible if your child attends Harvey Road School from Nursery to Year 6.

The criteria for admission to the Club set out below will only be used in the event of there being more applications than there are available places. Therefore, every child will be offered a place if there are more places at the club than applicants.

In order of priority, if there are more than 50 applicants for one day then each case will be assessed on the following criteria:

1. Attendance will be based on a 'first come first served' basis. The principle being that the further ahead you book the more likely a place will be available.
2. On enrolment at the beginning of the year, siblings of children currently enrolled will have priority over non-siblings
3. Children who have attended the club on a permanent basis, at least once per week, in the previous term/year

APPLICATION FORM

Children can only attend if an application form and any relevant medical forms have been completed. The Early Bird Leader must have received this application form at least 24 hours prior to your child attending. If less time is available then it will be at the discretion of the Breakfast Club Leader to accept or decline the application. Application forms must be submitted by the deadline identified to ensure that your request is considered. Late applications will be reviewed once the first round of applications have been processed.

BOOKINGS

- Regular bookings will follow the admissions criteria (See above)
- For irregular bookings, contact must be made to the Breakfast Club Leader by 3.00pm at the latest the day before. After this time requests for attending the breakfast club will not be processed. The contact details are:
 - Tel. No: 07508 844134 (Mrs Claire Tatham, Breakfast Club Leader)
 - breakfastclub@harveyroad.herts.sch.uk for new enquiries onlyYou will receive confirmation by phone, email or text that there is a place for your child
- Please inform the Breakfast Club as soon as possible if your contact details change

PAYMENTS AND CANCELLATIONS

- A single payment per session will be charged:

7.30am to 8.55am: £5.50 (Siblings: £5.00 per child)

- Payment in full **must** be received by the Club Leader **before** the half term begins

- Should payments be late then the Harvey Road School holds the right to withdraw your child's place and will incur a late payment charge of **£15.00**. Should this occur, you will be given at least 14 days' notice
- Should there be personal circumstances that make payments difficult then an appointment should be made with the Headteacher
- All payments will be invoiced in the half term prior to your child being at the club
- Payment should be made by child care vouchers or through the school Parentmail system. For new parents to the school, the first half term payment only can be given by cheque
- Please ensure that childcare vouchers reach the school by the deadline set
- This payment will cover the cost of a breakfast (cereal **and** toast) and a drink of juice/water. Food and drinks may vary depending on availability and special events
- If your child arrives after **7.30am** the same charge will apply
- Ad hoc bookings will be invoiced at the end of each half term
- 14 days' notice or more must be given for cancellations or full payment will be due
- There will be no reimbursement of fees for absence due to illness or other family circumstances that prevent your child attending
- Should the school be closed unexpectedly then you will be entitled to either a full reimbursement or the following half terms fees will be reduced accordingly
- Fees will be reviewed periodically
- Breakfast will **not** be provided after **8.20am**
- If the school has sent a child or children home due to suspected Covid, parents will not be charged until the absence goes beyond the confirmation of a negative outcome. Likewise, there will also not be a charge if children are required to self isolate.

TERMINATION

- Notice in writing must be given to the Breakfast Club Leader at least 7 days ahead of the proposed termination
- There will be no refund if your child is asked to leave the Breakfast Club due to poor behaviour
- The school reserves the right to terminate the club or withdraw your child from it at any time

Every feasible attempt will be made by the school to ensure that families are well informed about all aspects of the Breakfast Club provision. Should you have any questions about any of the above points then please speak to Mrs Claire Tatham (Leader) or Mrs Karen Ames (Assistant) or the school office for support.



HARVEY ROAD SCHOOL BREAKFAST CLUB

I have read and agree to follow the details as set out in the Terms and Conditions for the Early Bird Breakfast Club document.

I accept that it is my responsibility to inform the Early Bird Breakfast Club of any allergies or illnesses that may affect my child's wellbeing.

Signed:

Name:

(Printed)

Child's Name:

Date: