



**TANNERY DRIFT FIRST SCHOOL**  
**BREAKFAST CLUB/ STAY & PLAY TERMS & CONDITIONS**



**CHILD'S NAME:**

**BREAKFAST CLUB/ STAY & PLAY**

The Tannery Drift First School Breakfast Club/ Stay & Play is open to children who attend Tannery Drift First School. Open daily during term time only, Breakfast Club runs from 7.40am until 8.45am and Stay & Play runs from 8.20am until 8.45am. For the purposes of this agreement both clubs will be referred to jointly as Breakfast Club.

The aim of the Breakfast Club is to provide high quality out-of-school care for children from the school. It achieves this by:

- Providing a caring environment for children at the beginning of the school day.
- Providing a range of stimulating and creative activities in a safe environment.
- Promoting healthy eating and wellbeing.
- Ensuring the safety of all children.
- Providing robust systems that make the club easy to use.

**MEMBERSHIP CONTRACT**

Once signed this contract identifies the child above as a member of the Tannery Drift First School Breakfast Club. By signing the contract parents/carers agree to abide by the expectations of the club as outlined below. Only members of the club may attend the club.

All Parents are expected to:

- Treat club staff, visitors and children with respect at all times.
- Discuss with the club any concerns you may have about the welfare of your child within the club.
- Support and reinforce the expectation that your child will follow the Breakfast Club rules.
- Abide by the rules and regulations of the club.

**JOINING THE CLUB**

I understand that:

- Parents are required to sign this agreement.
- A registration form must be completed for each child attending the club. This form is confidential, please refer to our Privacy Policy for further information about how your data is handled.
- A registration fee of £10 per family is payable at the time of registering interest.
- Re-enrolment is required at the end of the summer term.
- Contracts will be issued annually and any outstanding school debt must be cleared before a new contract is signed.

**I agree to:**

- Return a signed agreement for each child attending the club and pay the registration fee.

**BOOKING PLACES FOR CHILDREN**

I understand that:

- Bookings will be made by the office staff (not with club staff) before the start of each half term.
- Places at the club are allocated on the basis that children have the same set pattern of days every week (i.e., Monday, Tuesday and Thursday, every week).
- We are unable to offer regular places to children who do not have a set pattern of days that is the same each week. Such bookings would be considered as adhoc. Whilst we try to accommodate adhoc bookings, if sessions are at maximum capacity this will not be possible.
- A waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.
- Payment for sessions should be made before the start of each half term. Payment may be made using Arbor or childcare vouchers; when childcare vouchers are used to make a payment the child's name must be given as a reference and an email sent to [admin@tannerydrift.herts.sch.uk](mailto:admin@tannerydrift.herts.sch.uk) confirming that a voucher payment has been made and giving the name of the voucher provider to enable identification of the payment.
- Statements of account can be accessed via Arbor.

- If I am experiencing difficulty with payment of fees I will contact the school office as soon as is possible.
- Non-payment (if an account falls more than £20 in arrears) may result in the loss of my child's place.
- Any outstanding debts will be dealt with in accordance with the school's Debt Recovery Policy.
- Parents whose child does not attend Breakfast Club on the days booked, will still be liable to pay for this place.
- Four weeks' written notice must be given in order to make changes to your booking or to withdraw your child from the club. During this time sessions that fall within the child's requested pattern will still be chargeable.

**I agree to:**

- Make payments via Arbor or using childcare vouchers and inform Admin via email accordingly.
- Ensure that I keep my account up to date.
- Ensure I inform the School Office if I no longer require the space, per the termination terms.

**WITHIN THE CLUB**

I understand that:

- Children enjoy a range of age appropriate indoor activities that promote child development through play.
- Activities include a full range of creative, social and interactive activities.
- Any accidents that take place are investigated thoroughly by club staff, details are recorded accurately and reported to parents/carers if necessary.
- Healthy breakfasts are provided.
- All food is prepared on the premises by Breakfast Club staff. All food and drink complies with dietary requirements.
- All children are expected to behave well and will follow the whole school 'Golden Rules'.
- In the event of a significant incident of poor behaviour or consistent minor breaches of the behaviour code the right to attend the club may be withdrawn with immediate effect.

**I agree to:**

- Inform staff of any allergies or special dietary requirements that my child may have.
- Support the Breakfast Club in ensuring that my child follows the Breakfast Club rules.

**DROPPING OFF CHILDREN**

I understand that:

- All children must be brought into the club and then signed into the Breakfast Club and handed over to a member of Breakfast Club staff.

**I agree to:**

- Drop off my child between 7.40am and 8.15am if my child requires breakfast.
- Drop off my child between 7.40am and 8.30am if breakfast is not required.
- Drop my child off from 8.20 onwards if I have booked Stay and Play.
- Sign in my child on the Register.
- Park considerately in the drop off zone and not use the staff parking area.

**COMPLAINTS PROCEDURE**

- Tannery Drift First School Breakfast Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Breakfast Club Staff, Business Manager or Headteacher.
- Parents concerns will be treated seriously and with discretion and confidentiality.
- The Breakfast Club will follow the whole School Complaints Policy. All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be provided within 28 school days of receipt.
- A full copy of our complaints procedure and policy is available on the school website.

**RELATED SCHOOL POLICIES:**

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Safeguarding Policy                | 5. Debt Recovery Policy     |
| 2. Health and Safety Policy           | 6. School Complaints Policy |
| 3. Behaviour Policy                   | 7. Equalities Policy        |
| 4. Administration of Medicines Policy | 8. Privacy Policy           |

By Agreement – Please sign here:

Date: