



# Whitmore Park Primary School

# Breakfast Club Parent Contract

Dear Parents/Carers

Whitmore Park Primary School provides Breakfast Club service which runs from **7:45am** until **8:50am** on Mondays to Fridays in term time. The children are provided with a snack of toast, milk or fruit juice. This is included in the daily rate.

1<sup>st</sup> child – Daily rate - £4.00 per child / Weekly rate - £20.00

Sibling charge – Daily rate - £2.00 per child / Weekly rate - £10.00

## Conditions

1. Payment must be made within 5 days from the date on the invoice.
2. **You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness).**
3. The club is a non-profit making service and it is essential that all payments are received on time to ensure that we cover the costs of running the club.
4. Places are limited and if you fall behind on payments by more than 1 month, your child will lose their place and it will be given to the next child on the waiting list.
5. In order to ensure that our adult to child ratio is correct, any change to the required days must be communicated in writing with at least 7 days' notice and are subject to availability. **Failure to notify the Office Manager within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.**
6. You are required to bring your child into the club each morning and register their arrival with a member of staff. **DO NOT** just drop them at the door. This will allow us the opportunity to pass on any important messages to you. Failure to do so could result in your child losing their place.
7. If you wish to withdraw your child from the Breakfast Club at any point during the academic year you must provide written notification to the Office Manager in the School Office with 14-days' notice. **Failure to notify the Office Manager within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.**
8. You may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all invoices and receipts, the school will not provide 2<sup>nd</sup> copies or confirmation letters on your behalf. Receipts will be emailed to you, please ensure that the school has your email address.
9. All payments must be paid on the School Gateway.
10. The school will use information that we hold about you and your child (e.g. contact details, medical information) to ensure that your child can attend breakfast club
11. Failure to adhere to these terms and conditions may result in legal action against you.

Please indicate below the days on which your child/children require a place in Breakfast Club for the Academic Year 2018/19.

Name of child	Class	Start date for breakfast club place	Mon	Tues	Wed	Thur	Fri

By signing below you are agreeing to comply with the conditions (1-10) detailed above.

Parent / Carer Name:

Email address: (for receipts)																						
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_