



**Alexia Carroll has been allocated some spaces at Breakfast Club
for the Autumn Term!**

We have received your payment of £7.00 Cash – thank you!

Opening times:

We are open every weekday during term time, excluding Inset days, from 8am - 8.45am. Your child(ren) can be dropped off at any time between these times, but breakfast is served from 8am – 8.30am.

Cost:

Breakfast Club has a fixed cost of £3.50 which includes cereal, toast or bagel or crumpet with various spreads and drinks, plus activities. The cost is fixed and DOES NOT change depending on the time you arrive. You may pay half termly, monthly, or weekly in advance.

Payment is required at the time of booking and we accept cash, cheque or bank transfer. There will be a charge for any cheques returned by the bank. Please do not send cash through the post. Cheques made payable to Long Lane Primary School.

We reserve the right to refuse further bookings if the full fee is not paid. Pupils in receipt of Pupil Premium Funding can attend Breakfast Club free of charge.

Bookings:

We send out booking forms once a term. If you wish to cancel your booking it is vital that you let us know at least 24 hours in advance. There may be some places available at short notice: these will be allocated on a first come first served basis.

Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you give at least 24 hours' notice to the school office. This also applies if your child is ill and has been sent home from school.

Going into class:

Children will be signed out by a member of staff and children within Foundation Stage, Year 1 and Year 2 will be taken to their classes by a Breakfast Club member of staff at 8.45am. Year 3 children and upwards will make their own way to their class at 8.45am.

Activities:

We offer a range of activities, mainly quiet ones such as colouring in, construction toys, small world toys and outside play, plus lots more. This is because it's early and we aim to let the children go to school in a calm manner.

Behaviour:

Behaviour by any person "on site" considered by the staff to be unacceptable and inappropriate will not be tolerated. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

Confidentiality:

All information exchanged by any person involved with the club must be kept confidential.

Aims of Breakfast Club

We provide good quality childcare for the children of Long Lane Primary School from Foundation Stage upwards. We can currently take up to 30 children at any one time and we have experienced and enthusiastic staff.

We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that your child(ren) have a safe and happy time at Breakfast Club.

Children and parents are encouraged to give their feedback to the services we provide which enables us to sustain and strive for the quality we aim for. We listen to the needs and preferences of the children and parents and try where possible to meet those needs.

We encourage the children to use Breakfast Club as a social opportunity and at the same time to learn about the benefits of healthy eating. Children will be expected to sit at the breakfast table to eat their breakfast and then they will be able to take part in some of the activities. The outside is used in better weather.

Breakfast Club Booking Form - Autumn Term 2018

Full Name: Alexia Carroll

DOB: 24/11/2010

Week Beg	Monday	Tuesday	Wednesday	Thursday	Friday
03.09.18					
10.09.18					
17.09.18					
24.09.18					
01.10.18					
08.10.18	Paid	Paid			
15.10.18					
<i>HALF TERM</i>					



Breakfast Club

Terms and Conditions

Welcome to Long Lane Primary School Breakfast Club!

Please take time to read these Terms and Conditions, as they will help with the smooth running of the club.

1. Places:

We request that you fill in a termly booking form if possible. There may be some places available at short notice: these will be allocated on a first come first served basis.

2. Charges:

The cost of a place is £3.50 and includes food and activities. There is no reduction in cost for later arrivals. You may pay half termly, monthly, or weekly in advance. Cheques are acceptable.

There will be a charge for any cheques returned by the bank.
Please make cheques payable to LONG LANE PRIMARY SCHOOL.

Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you give at least 24 hours' notice to the school office.

3. Going into class:

Children will be signed out by a member of staff and children within Foundation Stage, Year 1 and Year 2 will be taken to their classes by a Breakfast Club member of staff at 8.45am. Year 3 children and upwards will make their own way to their class at 8.45am.

4. Behaviour:

Behaviour by any person "on site" considered by the staff to be unacceptable and inappropriate will not be tolerated. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

5. Confidentiality:

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