



**Oak Farm Primary School**  
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19 April 2024

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## **BREAKFAST CLUB AGREEMENT 2023/2024**

# **OAK FARM PRIMARY SCHOOL BREAKFAST CLUB AGREEMENT FROM 1 SEPTEMBER 2023 UNTIL ANY CHANGES ARE NECESSARY**

**Please read carefully before indicating your agreement to the current Terms and Conditions of Use**

**I understand and accept that:**

- 1) I must indicate my acceptance of this agreement if I wish to continue using Breakfast Club during this academic year;
- 2) this agreement supersedes any I have previously signed;
- 3) I must be registered with ParentMail and supply a current, working email address where I will be contactable by Breakfast Club administrative staff and that any change of address will be relayed to them;
- 4) a booking is not guaranteed by Oak Farm Primary School until the requested payment has been received in full;
- 5) I must book according to my requirements and not leave my child at an earlier session;
- 6) Sibling Rates are available only when the siblings attend the club at the same time;
- 7) payments made for unused bookings will be retained by Breakfast Club unless the bookings are cancelled by 14:00 on the term date nearest the relevant bookings. Cancellations due to Unauthorised Absences will not be refunded. (If a child is ill and will be absent from school you may send an email on the day to finance@oakfarmprimary.org.uk to request a credit on your account.);
- 8) a member of staff will welcome my child in while I wait outside the Main Reception door. They will be signed in by a member of staff;
- 9) Breakfast Club staff will not be available before 07:30 when the Club opens;
- 10) I must inform the Breakfast Club staff of any special requirements, medical, dietary or otherwise, relating to my child. **(Medication to be given during the school day must be accompanied by a permission slip which you can obtain from Breakfast Club staff. The medication and slip should be in a clear plastic bag for your child to hand to the Breakfast Club staff. This will be passed onto the Welfare Department at the beginning of the school day.);**
- 11) my child will be given a breakfast that observes dietary restrictions, although I will need to ensure that they are in attendance early enough for them to have time to eat before School or Nursery **(see 12) and 13) below);**
- 12) The school children will be escorted to their classrooms for the start of school by Breakfast Club staff members at 08:40. If my child is not in attendance by that time it will be my responsibility to wait with the other parents for the classroom doors to be opened for the start of the school day;
- 13) Nursery children will be collected from the Breakfast Club Room at 08.35. If my child is not in attendance

by that time it will be my responsibility to wait with the other parents for the Nursery doors to be opened for the start of the morning session;

14) I must keep my child away from Breakfast Club if they are sick or if advised to do so by a doctor and/or staff members. (Vomiting and diarrhoea must have ceased for 48 hours.).

## I AGREE

**Name:**

**Date:**

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