



## **Breakfast Club Terms and Conditions 2020 - 2021**

### **Extended Services**

We aim to provide a high quality service which meets the needs of both parents, carers and children. For parents and carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, and a fun place to be with their peers.

### **Session Details:**

Breakfast Club is available to all children that attend Scientia Academy. Breakfast Club will operate from 8.00am to 8.40am. Children will be in their year group bubbles for Breakfast club, unfortunately we will be unable to offer food.

### **Registration**

Please email the school office [office@scientia-academy.org.uk](mailto:office@scientia-academy.org.uk) with a completed registered form. This is also available for download from our school website.

Once you have received confirmation of your child's place you may book and pay for Breakfast Club sessions on our online payment service ParentPay. Please contact the Office in the first instance if you do not have a ParentPay account set up or you require some assistance.

We can only accept bookings for children for whom a Registration Form has been completed and whose place has been confirmed in advance.

Breakfast Club will not operate in school holidays nor on INSET Days.

### **Payment of Fees and Cancellation**

#### **Breakfast Club**

Will run Monday to Friday from 8.00am to 8.40am.

The cost per session is £1.00 per day, £5.00 per week to be paid in advance.

Sessions must be prebooked and paid for on ParentPay. Unfortunately we do not accept cash payments.

All sessions must be booked with a minimum of 24 hours notice.

Parents will be given one month's notice of any change in fees.

## **General Conditions**

Payments must be kept up to date, your child's place in the Breakfast Club is at risk if fees are not paid in advance. If you are experiencing financial difficulties please contact the school office who will deal with any issues in a confidential manner.

All accidents that staff are made aware of are documented on our accident recording system Evolve. Should the need arise, the parents/carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Scientia Academy will not be liable for loss of property brought onto the premises by parent/carer or child.

