

## **ABBOT ALPHEGE ACADEMY BREAKFAST CLUB**



The organisational details for the Breakfast Club are as follows:-

8.00am Breakfast Club opens.

Children are to be delivered quietly to the Hall where a member of our staff will be ready to receive them. All children must be registered with the member of staff immediately upon arrival.

All children requiring breakfast must arrive before 8.15am.

Children then go through to breakfast where they are expected to sit down and eat quietly with other Breakfast Club members.

8.50am Children are accompanied to their respective entrances.

Set Breakfast menu : Cereal with milk  
Choice of fruit juice or milk  
Toast with honey or preserves

Special diets (e.g. gluten-free) can be catered for.

The cost per session per child is £2.50. Payment is preferred via ParentPay, our online payment system, on receipt of the termly invoice. If paying by cheque please make it payable to Abbot Alphege Academy. Alternatively, payment is accepted via Childcare vouchers.

N.B. Now and again certain days are fully booked so to avoid disappointment booking in advance is advisable. Please do not assume that it is OK to turn up without having booked.

**Your child must be signed in each morning before being left at the Breakfast Club.**

The Registration Form below must be completed for the Breakfast Club records.

---

### **ABBOT ALPHEGE ACADEMY BREAKFAST CLUB REGISTRATION FORM**

**Days required:** Monday, Tuesday, Wednesday, Thursday, Friday, Daily. (please circle as appropriate)

Child's Name:..... Class : .....

Child's Name : ..... Class :.....

Address : .....

Email address.....

Name & Number of Emergency Contact (8.00 – 8.45am) : .....

Any food allergies/ special diet required : .....

Name of Doctor : ..... Tel No : .....

I consent to my child(ren) receiving medical treatment in an emergency.

Signed : ..... Date : .....

**Abbot Alphege Academy**

**Breakfast Club**  
**Terms and Conditions**

PARENT COPY  
Please sign and keep  
for your information

Application forms must be completed and returned before a child can be considered for a place. Reception children cannot be offered a place until the Headteacher is satisfied that they have settled into school and will usually be allowed to start at the beginning of **Term 2**. Please check with the School Office that your child has been allocated a place as there is a waiting list in operation for certain days of the week.

Session Times (Term time only): 8.00am – 8.50am

**Fees**

Fees are invoiced termly in advance. Invoices are issued during the first or second week of each term and sent home with the pupil.

All sessions are chargeable except under the following circumstances:

- School visits
- School representation at concerts etc
- School assemblies

Credits will **not** be issued for any other absence. Unpaid fees will be referred to BANES debt collection if not settled after having been sent a reminder and the place terminated and offered to the next family on the waiting list.

**Persistent cancellation of sessions for unspecified reasons, may result in the place being terminated and offered to the next family on the waiting list.**

**Termination/Cancellation of place**

One month's notice is required for any change in circumstances e.g. change of days required or termination of sessions.

**Insurance**

**AAA BREAKFAST CLUB** is covered by the school's full and comprehensive insurance policy.

**Accident Procedure**

**AAA** reserves the right to administer basic first aid and treatment where necessary.

**Acceptance of Breakfast Club Terms and Conditions (please return to School Office)**

**AAA** reserves the right to amend/update these terms and conditions at any time.

I confirm that I have read and agree to the above terms and conditions.

Signed (Parent/Guardian): .....

Print Name: ..... Date: .....

**Abbot Alphege Academy**

**Breakfast Club**  
**Terms and Conditions**

SCHOOL COPY  
Please sign & return  
to the school office

Application forms must be completed and returned before a child can be considered for a place. Reception children cannot be offered a place until the Headteacher is satisfied that they have settled into school and will usually be allowed to start at the beginning of **Term 2**. Please check with the School Office that your child has been allocated a place as there is a waiting list in operation for certain days of the week.

Session Times (Term time only): 8.00am – 8.50am

**Fees**

Fees are invoiced termly in advance. Invoices are issued during the first or second week of each term and sent home with the pupil.

All sessions are chargeable except under the following circumstances:

- School visits
- School representation at concerts etc
- School assemblies

Credits will **not** be issued for any other absence. Unpaid fees will be referred to BANES debt collection if not settled after having been sent a reminder and the place terminated and offered to the next family on the waiting list.

**Persistent cancellation of sessions for unspecified reasons, may result in the place being terminated and offered to the next family on the waiting list.**

**Termination/Cancellation of place**

One month's notice is required for any change in circumstances e.g. change of days required or termination of sessions.

**Insurance**

**AAA Breakfast Club** is covered by the School's full and comprehensive insurance policy.

**Accident Procedure**

**AAA** reserves the right to administer basic first aid and treatment where necessary.

**Acceptance of Breakfast Club Terms and Conditions (please return to School Office)**

**AAA** reserves the right to amend/update these terms and conditions at any time.

I confirm that I have read and agree to the above terms and conditions.

Signed (Parent/Guardian): .....

Print Name: ..... Date: .....