

**Kewstoke Primary School**  
**Early Birds Breakfast Club Terms and Conditions**

**Aims:**

- to support working parents by providing a high quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive and welcoming environment where children can play, have fun, relax and be with friends;
- to offer the children the opportunity of having a healthy breakfast at the start of the school day.

1. The Club is open from 7.45am to 8.45am - Monday to Friday (term time only). No responsibility will be taken for children arriving before this time.
2. The Club is based in the Hall/Library and can be accessed by the front gate.
3. The Club will operate for children attending Kewstoke Primary School only. Membership of the Club is available to children from Fledglings Pre-school (aged 3) to Year 6.
4. You will need to Book sessions on the MCAS app before attending the clubs.
5. The cost of the Club is £4.50 per child per session. The charge of £4.50 covers the cost of care and a simple breakfast which will be a choice of cereal or toast and a drink of milk, water or juice.
6. Payment must be made in advance via the MCAS app.
7. Parents are able to book regular or ad hoc sessions on either a weekly, monthly or half termly basis.
8. We offer a staggered arrival but breakfast will finish being served at 8.25am.
9. Parents are asked to inform the Club Staff of emergency contact numbers, any food allergies or medical information and other relevant information via the school office.
10. Parents are asked to keep the Club informed of any changes to emergency contacts, family situations or other details which may require special precautions.
11. Parents will be given one month's notice of any increase in fees. The School reserves the right to exclude a child if fees are not paid. Fees are the responsibility of the person who has parental responsibility for the child/or children.
12. The Club will provide activities, reading, drawing, or playing board games. Children will not be allowed to leave the Club area to play outside unsupervised.
13. Staff will be responsible for the care and management of children, treating them with respect at all times.
14. The Club will comply with environmental health food safety standards.

15. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
16. All children are expected to behave well, show respect, to be polite, to look after equipment and resources, to be co-operative and courteous to staff and to each other.
17. Children who do not behave well or do not show respect for staff or each other may be excluded from the Club – either permanently or temporarily depending on the circumstances. The Club follows the Behaviour Management Policy of the school.
18. Parents are required to hand their children over to the Club Staff. If any KS2 children are making their own way to the Club, the Club Staff must be notified in advance.
19. If your child or children are unable to attend that morning please telephone the Club Staff by 7.50am to inform us. You can call on 01934 623430 or email [office@kewstokeprimary.co.uk](mailto:office@kewstokeprimary.co.uk)
20. Absent children will be followed up from the school's class registers at the beginning of the school day, in line with the school's Attendance Policy.
21. No refunds will be given if your child or children do not attend the Club due to illness but a credit will be carried over.
22. No refund or credit will be given if your child is absent without prior notification.
23. The Club welcomes staff and children from all backgrounds regardless of race, gender, religious beliefs and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014.
24. The Club is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
25. Any child with a rash, discharge from the eyes, diarrhoea or any contagious/infectious illness should be kept away from the setting. If a child becomes sick during his/her attendance we reserve the right to call for emergency assistance and if necessary remove him/her to hospital. It is not our policy to administer medicines to children unless specifically requested by the child's parent/carer. To have medicines administered it must be under exceptional circumstances and prescribed by the child's doctor, parents are required to fill in a form which is obtainable from the Club Staff or the school office.
26. The Club will not be liable for loss of property brought onto the premises by parent/carer or child.
27. The Club is covered by the school's insurance.
28. At the start of school children will be taken to the front playground for usual lining up procedures.

29. In the event of a parent wishing to make a complaint, this should be made in the first instance to a member of Club Staff. If a parent is still concerned then the matter should be taken to Mr Champs.

30. Once you have registered on the MCAS app your child or children will be registered with our service until they leave the school.

31. The Club follows all polices of the school. Parents are asked to show agreement with these Terms & Conditions by completing and returning a signed copy to the Club Staff.

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I have read, understood and agree to comply with the Terms & Conditions of The Early Birds Breakfast Club:

Name of child/ren.....

I have signed up on the MCAS app: Y/N

I agree to my child/ren being photographed in the Club. These photographs may be used in promotional material such as press releases and the school website Y/N

Parent/ Carer Signature .....

Name in full .....

Date .....

You will receive a copy of these Terms & Conditions, the Registration and Booking Forms