



## Breakfast Club

### Registration Form (2021/22)

**Please complete separate forms for each child.  
Parents are required to fill this in annually.**

#### **PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

Child's Full Name:	
Child's preferred Name:	Male/Female:
Full Postal Address and Postcode:	Date of Birth: Age: Class:
Name of 1 <sup>st</sup> Parent/Guardian:	Name of 2 <sup>nd</sup> Parent/Guardian:
Home Telephone Number	Home Telephone Number:
Work Telephone Number:	Work Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

### Emergency Contacts

**Please ensure that you notify us immediately of any changes to contact information.**

1.Name:	Relationship to child:
Address:	Mobile Telephone:
Home telephone:	Work Telephone:
2.Name:	Relationship to child:
Address:	Mobile Telephone:
Home Telephone:	Work Telephone:

If you wish to book Regular Confirmed Bookings please specify which day(s) of the week you wish for your child to attend the Breakfast Club. **This would need to be for at least a term.**

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £5 per child per Regular Confirmed session. Sessions are booked by the club leader half termly in advance.

**Please tick this box if you wish to register for Ad-hoc bookings. Charge: £7 per Session.**

Please indicate if you wish to pay using Childcare vouchers  **Yes**  **No**

Please state who your childcare voucher provider is \_\_\_\_\_  
*(When paying with childcare vouchers, you will need to provide the office with the exact date the voucher was processed, the payment amount and your reference number as childcare voucher providers do not notify the school directly with this information.) Please note it can take up to 2 weeks to apply the voucher to your account.*

### Medical Information

Please state all relevant medical information  
(Allergies, pre-existing injuries etc)

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Does your child need to take medication whilst attending the club? (if Yes, please complete a permission to administer medication form) \_\_\_\_\_

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Are there any foods or drinks your child is not allowed to consume? If Yes please list-

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Due to (please circle):                      preference      religion      allergy      other



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

(Parents/Carers are required to sign this annually)

**Child's Name:**

### **What we offer**

We provide a variety of healthy breakfast options. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

### **Booking and Payment of Fees**

**Regular Confirmed Booking** – Bookings are pre-arranged for the same days each week and cost £5 per session. It is not possible to swap days or refund monies due to non-attendance once a booking has been made. Sessions are booked by the club leader half termly in advance. Parents are able to pay via Arbor with payments due in advance for the entire half term prior to the first day of the beginning of each half term/term.

Once sessions have been paid for on Arbor, a half term notice is required in writing if you wish to amend or cancel your sessions. Failure to adhere to the terms and conditions may result in children losing their place in the club.

**Ad-hoc Bookings** – These bookings are made by phoning the School Office on 02084606558 giving 24hrs notice and are payable at the time of the request and will not be confirmed until payment is made. Each Ad-hoc booking will be charged at £7 per session and is payable immediately via Arbor. If payment is not received we will be unable to take any further ad-hoc bookings from you.

**Please note that any booking that is not a regular confirmed booking are strictly subject to availability and cannot be guaranteed.**

Payment is required even if your child is unable to attend the days that have been booked.

Payment can be made via the Arbor app or in cash/cheque (correct money only please) or via a Childcare Voucher Scheme (for Regular Confirmed Bookings only). If you wish to pay via a Childcare Voucher Scheme please contact the school office as soon as possible to ensure the necessary arrangements are in place. ***(When paying with childcare vouchers, you will need to provide the office with the exact date the voucher was processed, the payment amount and your reference number as childcare voucher providers do not notify the school directly with this information.)***

**Terms and Conditions**

- **Raglan is a nut free school. Please do not send your child into school with any food items containing nuts. Children are provided with a healthy breakfast whilst attending Breakfast club.**
  
- If the club is forced to close because of circumstances beyond our control (floods, snow, lack of services, force majeure), we will not be able to refund fees.
  
- I am aware that Raglan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour & Relationships, Inclusion, Equality and Complaints. I can confirm that I am familiar with the policies which are available on the School's website.
  
- A Registration Form will need to be completed before your child is allowed to stay at Breakfast Club. Please inform the club leader of any change in contact details including any additional information which may be relevant in caring for my child e.g. allergies, medical, additional needs etc. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
  
- Breakfast Club will be open from 7.45am and will be held in the Studio. Please ring the Studio buzzer at the pedestrian gate next to the staff car park and you will be let in. Your child will be directed to the playground at 8.45am (KS2) and 8.55 (KS1).
  
- In line with the School policy Breakfast Club will not be held responsible for the loss of valuables.
  
- Information held by Breakfast Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including: Local Authority Designated Officer for Safeguarding and Social Care in line the school's Child Protection Policy,
  
- I confirm that I have read and accept the terms and conditions above:

**Child's Name**.....

**Parent/Carer Name**.....

**Signature of Parent/Carer**.....