



# ST ALOYSIUS' COLLEGE

## St Aloysius' College Breakfast 2020/2021 Terms and Conditions

### AIMS

- We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/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, challenging, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.
- Parents/carers are expected to give their support and encouragement to the aim of Breakfast Session and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

### CHILD'S HEALTH

- Parents/carers must inform staff if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the exclusion guidelines set by the health Protection Agency. A child must not be brought to Breakfast Session if unwell.

### PARENT/CARERS AUTHORITY

- The parents/carers authorise Breakfast Session to take all necessary action to safeguard and promote the welfare of the child.
- Parents/carers consent to use such as physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order.
- Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.
- All accidents that staff are made aware of are documented in an accident book and reported to parents/carers.
- Breakfast Club will not be liable for loss of property brought onto premises by parents/carer or child.

### REGISTRATION BOOKING AND CONTRACT

- Once registration form has been completed and returned a child will be registered with our service.
- A place can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed (see clause 5a).
- Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.
- A child will leave Breakfast Session when s/he leaves St Aloysius' College. A child will no longer be registered with our service if they have not attended for one term.

### CHARGES

#### Items Covered

- Fees cover the provision of breakfast
- Breakfast Club is booked monthly and paid IN ADVANCE. This may be paid by the correct cash, cheques made payable to St Aloysius' College or choose the 'Breakfast Club' or 'After School Care' option in Parent Pay. If you pay through 'After School Care' please put in the notes section that it is for Breakfast Club. Children will be excluded from Breakfast Session at any time when fees are unpaid after reminders.
- Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.
- **Cancellation policy:** If parents/carers do not wish their child to attend a session they must notify Breakfast Session at least three full working weeks in advance. Failure to do so will incur payment in full, whether sessions were attended or not. Fees will not be waived through absence or sickness.

## **GENERAL CONDITIONS**

### **Disclosures**

- The Senior Worker must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

### **Child protection**

- The Manager has a duty to report any significant concerns s/he might have about the safety/well-being of a child to the School Child Protection Officer.

### **Confidentiality**

- Parents/carers agree to inform Breakfast Session of any information necessary to safeguard or promote their child's welfare or avert the risk. Breakfast Session will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

### **Learning/Physical Difficulties**

- Parents/carers should notify Breakfast Session that their child may have learning/physical difficulties.

### **Equal Treatment**

- Breakfast Session welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and difference are valued and respected and all children are treated equally. Breakfast Session will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Breakfast Session will follow the school's Equal Opportunities Policy.

### **Discipline**

- The parents/carers hereby confirm that they accept the authority of the Senior Worker and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Breakfast Session community. The Breakfast Session will follow the Behaviour Policy of the school which incorporates the Anti-Bullying Policy and the Racial Equality Policy.

### **Photographs/video**

- Parents/carers who do not wish their children to be photographed or videoed in Breakfast Session must write to the Supervisor stating this. Photographs/videos of the children may be used in Breakfast Session's promotional material such as press releases and school website. Parents/carers who do not wish their children's images to be used in this way should inform the Senior Worker in writing.

### **Severe weather**

- In the event of Breakfast Session's closure due to severe weather parents/carers will be contacted via the emergency telephone number they provided.

### **Insurances**

- Breakfast Session undertakes to maintain those insurances which are prescribed by law. The Breakfast Session is covered by the school's insurance.

### **Complaints**

- Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay, following the complaints procedure located in the parents' handbook.



# ST ALOYSIUS' COLLEGE

## St Aloysius' College Breakfast Club Registration Form 2020/2021

PUPIL NAME	DATE OF BIRTH	CLASS NAME

\* where relevant

	DAILY SESSION	FULL WEEK
BOOKED SESSIONS	£5.60	£27

Please tick sessions required:

WEEK COMMENCING				
MON	TUE	WED	THU	FRI

On completing and signing this form it is accepted you have registered for the breakfast session/club on these days. If you require changes or additional days please notify Miss Louise McElroy ([jsadmin@staloyusius.org](mailto:jsadmin@staloyusius.org))

Payment required per child: £5.60 per day                      £ 27 per week

**Total enclosed**    £ \_\_\_\_\_

All cheques should be made payable to St Aloysius' College.  
All booking forms with payments to be returned to Junior School Reception/or email [jsadmin@staloyusius.org](mailto:jsadmin@staloyusius.org)

### Declaration

*I have read and accept the Conditions of Use. I enclose a completed registration form.*

<b>NAME</b>		<b>DATE</b>	
<b>SIGNATURE</b>			