



## **St John's School Breakfast Club** **Terms and Conditions**

The aim of St John's School Breakfast Club is to support working families by providing on-site high quality care and a healthy breakfast, in a safe environment for children before the start of the school day

### **Booking Sessions**

Sessions **MUST** be booked in advance, termly on the **BOOKING FORM PROVIDED** by the School Office. **ALL** registered families must complete a termly booking form even if it is a nil return.

Bookings will only be accepted upon receipt of a Registration Form and payment of the registration fee via Parentmail.

**The club is limited to 30 places per day which will be allocated on a first come first served basis.**

Ad hoc bookings may be made via email to the school office who will confirm if there are spaces available. Please note that these will only be accepted if space is available on that particular day. Please do not attend Breakfast Club for an ad hoc booking unless you have had a confirmation via email from the school office.

### **Cancelling Booked Sessions**

Any pre-booked session must be cancelled no later than 24 hours in advance either by email to [office@st-johns.suffolk.sch.uk](mailto:office@st-johns.suffolk.sch.uk) or by telephoning the School office on 01473 727554. Any pre-booked sessions not attended and not cancelled 24 hours in advance, will be charged the full session fee. Where a child becomes ill and it is not possible to cancel 24 hours in advance, no session fee will be charged.

In the event of a School closure, session fees will not be charged.

### **Dropping Off**

Children must be delivered to the school hall each morning by an appropriate adult to ensure the safe arrival of the children. Once booked in, you will be able to leave your child/ren at the breakfast club from 7.45am until the start of the school day at 8.30am (Term time only).

Please do not park in Victory Road to drop-off your child/children in consideration of our neighbours.

### **Breakfast**

Children will be given a choice of foods from a breakfast menu including toast, cereal and drinks. We expect that all children attending breakfast club will require breakfast, but to receive breakfast your child must arrive by 8.15am. Breakfast will not be served after this time. If your child does not require breakfast please ensure the staff know when you drop them off.

### **Registration Fee**

One-off registration fee of £20.00 for the first child, additional child £10.00 up to a maximum family cost of £30.00 paid via Parentmail upon the school receiving a completed Registration Form.

### **Session Fee**

Fee per session £4.00 to be paid via Parentmail. Parentmail will be updated one week in arrears.

Child Care Vouchers from the following schemes are accepted for payment of daily sessions:

Government Voucher Scheme – 50075087839  
Edenred Carer account number P21201747  
Sodexo, School setting code 919246

Please send evidence of payments made by email to [office@st-johns.suffolk.sch.uk](mailto:office@st-johns.suffolk.sch.uk) and these will then be credited to the relevant Parentmail account.

Fees must be paid in full by the end of each half-term.

### **School Closure**

If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

## **Child Illness**

The School's management sickness absence criteria applies to this Club. Parents will be contacted to collect children if they become unwell during Breakfast Club.

## **Contact/Dietary/Medical/Permission Information**

Current information held by the school for your child will be used by Breakfast Club. Please ensure that this information is kept up to date.

## **Policies and Procedures**

All of the policies and procedures of the school apply to this club.