
Willow Tree Primary Breakfast Club - Parent/Club Contract

Terms and Conditions

Child's name _____

Child's class _____

Parent or carer's name _____

I consent for my child to attend **Breakfast Club**.

I understand that the club has policies and procedures including the behaviour policy (which are available for reference on the school website), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

My child will be provided with a choice of breakfast options ie, cereal, toast, fruit and a drink whilst at the club unless otherwise requested.

Booking procedure

Please email willowtree.primaryschool@salford.gov.uk if you are interested in a place.

Fees

- All fees are to be paid in advance on a weekly basis via parent pay – ALL payments must be received the first day of the week before childcare begins.
- Fees are charged weekly whether the child attends every day or not at the cost of £15 a week. Siblings are charged at 50%
- To cancel your child's place please email school and allow 7 days' notice

Unpaid Fees

- School will contact parent or carer, requesting payment. If there is no response within 7 days unfortunately your childcare place will be withdrawn and your child can no longer attend Breakfast Club
- If after this time if no communication has been achieved or payment made, we will write to you informing that legal action will be taken.



- If the fees remain unpaid after 14 working days and all the above options have been explored we will hand the debt over to the legal team. If this happens, ALL legal fees will be added to your bill

If you are having difficulty making the payment on time, please do not hesitate to discuss this with the manager as soon as possible.

Opening times

- Breakfast Club opens at 7:45am Monday – Friday. Children cannot attend any earlier than this
- Entrance is via the Hall door to the right of the main school entrance. Parents must escort their child to the hall door and meet a member of staff
- Children will be taken to their class by their Group leader at the end of Breakfast club in time for the school day to start
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Safeguarding your child

- If there are any accidents or incidents at Breakfast Club involving your child, you will be informed and he/she will be treated by a qualified first aider as soon as possible
- If your child needs urgent medical treatment and you are unavailable, a member of staff will sign any consent forms necessary for treatment on my behalf, as stated on the club's contact details form medical section

DURING COVID 19

We will keep you fully informed if there is a confirmed case of Covid 19 at Breakfast Club We will seek guidance from Public Health England on next steps and communicate these with you.

By keeping the children in the same bubbles as they are in during the school day and with members of staff from that bubble we aim to keep the spread of the virus to a minimum if a case is confirmed.

This will be constantly reviewed in line with any Government guidelines.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____

