



Small School Big Ideas

NABURN C.E. PRIMARY SCHOOL
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Breakfast Club Booking Form – SUMMER TERM (1) 2017

Please indicate below the dates you would like to book your child into the Breakfast Club.

Child's name (s):

Year Group/Class:.....

Session	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 24/04/2017					
WEEK 2 01/05/2017	Bank Holiday				
WEEK 3 08/05/2017					
WEEK 4 15/05/2017					
WEEK 5 22/05/2017					

I have read and accept the Breakfast Club User Regulations overleaf:

Signed.....Date:.....

For office use only:			
Payment Date	Payment Amount	Session/Weeks	Rec'd By

NABURN CE PRIMARY SCHOOL BREAKFAST CLUB USER REGULATIONS

STAFF

Breakfast Club will be staffed by Mr Michael Maybridge, Mrs Lucy Bradshaw and Mrs Sheila Russell-Ascough.

Should you need to speak to a member of staff please do so before the start of the main session either in person or by telephone on 01904 551075 – Please ask for Breakfast Club.

OPENING HOURS

The before school club operates in one session:

7:45 - 8:45 am (with breakfast served until 8.20 am)

MEALS

Breakfast is served between 7.45 – 8.20 am.

A range of breakfast will be served which will complement the School's policy on healthy food.

ENTRY AND PAYMENT OF FEES

Prices: £3.50

Places are allocated on a pre-booked basis.

Fees are payable two weeks in advance on the Monday of the week that the pupil attends, preferably through **PARENTPAY**, if you are a new user of the Breakfast Club please ask a member of the school office staff to set you up to pay via this method. The minimum amount payable via PARENTPAY is £10.50, the equivalent of 3 sessions. If you need to pay by cheque please make it payable to Naburn CE Primary School and place in an envelope with the pupils' name on it and payment period.

Acceptance of a place is a commitment to the payment of fees (even if the child does not attend their booked session).

The cancellation of a place, or alteration to the number of days the pupil attends, is required in writing two weeks in advance.

No payment will be collected when the school is closed. Minimum sessions can be booked and extra sessions used on a needs basis if there is room (please do not turn up presuming that there will be a space!). Extra sessions used must be paid in cash on the day of usage.

ACCESS / EXIT

Parents and children will access / exit the Breakfast Club through the main entrance only. Children will keep their coats, PE bags and pack-ups with them in the hall until the start of the school day. Children are **NOT** allowed in other areas of the school other than where the Club is permitted to operate.

POLICIES AND PRACTICES

Children **MUST** be signed in to the Breakfast Club each morning by the Parent / Guardian.

All accidents will be recorded and parents notified.

Parents will be contacted in the event of a child being ill and considered unfit to remain at the Club.

School staff will be notified where a child reports that they are feeling unwell whilst at the Club.

Children should not bring their own toys to the Breakfast Club - Breakfast Club will not accept liability for any toys damaged / lost if brought.

Whilst we want the atmosphere to be as informal as possible, normal school rules apply. The children will be expected to co-operate with the staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club.