**BREAKFAST / COOKIE CLUB CONTRACT**

**This contract is drawn up between:**

**The parent(s)/ carer(s) of ………………………………………………………………**

**and Todwick Primary School Breakfast and After School Cookie Club**

**(this contract can be used for either/ both clubs)**

**Terms and Conditions**

The Breakfast Club hours are from to 7.30 a.m. to 8.40 a.m. during school term time. The after school club runs from 3.15 p.m. to 6.00 p.m. (Please note the club will not run on INSET days or other school closure days). Fees are charged to provide for the staffing costs and general running costs incurred from operating the club. The club is regulated by the school governing body who will ensure that financial transactions accord with the council’s financial regulations.

All wrap around care staff employed by the school will have a current DBS check.

This service admits on a first-come, first-served basis.

The list of emergency contacts named on the school’s admissions form will be used for this service. The emergency contacts will only be used if your child is unwell or has had an accident and we are unable to contact you as the primary carer.

All parents/carers must adhere to the club rules.

Fees are to be paid half termly in advance. Payments may be made either by childcare vouchers, bank transfer or through ‘Schoolmoney’ on the internet. The school will provide instructions on how to pay and a unique password for parents to access their account. Refunds will not be made if your child does not attend on the agreed days without prior notice.

Fees will be reviewed annually by the School’s governing body and parents will be notified in writing of any changes.

**Charging Policy**

Todwick Primary School has a Charging Policy that includes details of payment methods and pursuance of outstanding fee payments. The Policy is available for inspection.

**Medication and Illness**

At Todwick Primary School we ask you to agree to the following:

* I agree not to bring my child to the school when they are unwell.
* I agree to notify the school if my child develops any infectious illness or condition, i.e. chicken pox, head lice, measles, and to consult the school on minimum exclusion periods.
* I agree to keep my child at home for 48 hours after they have suffered diarrhoea or sickness.
* I also agree that should I be asked by the staff to take my child home due to illness, I will do so or make the necessary arrangements.

Only medication such as inhalers will be administered by wrap around care staff and a consent form must be completed by the parent/carer. If your child is on antibiotics and is well enough to attend school please administer the required dose before they attend the club.

**Behaviour**

At Todwick Primary School we have high expectations of everybody’s behaviour including adults. Our aim is to promote a positive attitude to self-discipline in everyone. We want to encourage everyone to be aware of the consequences of their actions and to understand the difference between acceptable and unacceptable behaviour.

Todwick Primary School has a Behaviour Policy for promoting high standards of behaviour. It is available on our website. Please familiarise yourself with this document. Bad behaviour and bullying will not be accepted and parents/carers will be informed of any inappropriate incidents and their support is expected. Any needs/concerns that you may have should be bought to the staff’s attention and you are welcome to discuss any concerns with the Head Teacher.

**BREAKFAST/ COOKIE CLUB CONSENT FORM**

**Medical**

I consent to my child/children being given any necessary emergency medical treatment or inhalers (already kept at school). If necessary, I agree to my designated emergency contact person collecting them from the school.

**Withdrawal of the facility**

I understand that I may be asked to withdraw my child from the club if the contractual conditions and rules are not adhered to.

**Agreement**

I/we have read and understood both the Terms and Conditions in this contract. In accepting the place for my child, I/we agree to these conditions. Copies of the contract and rules have been given to me explaining the conditions.

Signed……………………………………………………………………..…..……………. Date………………………..

(Parents/Guardians)

Printed name(s): ……………………………………………………………....................................................

Name(s) of child / children……………………………………………………………….………………………………...