

Roman Road Primary School

Breakfast Club Registration Form

The following information is totally confidential and will be held as a permanent record to support Roman Road Primary Schools Breakfast Club. Please advise us immediately of any changes.

Childs Details		
Name:		
Gender:	Date of Birth:	Class:
Parent/Carer Details	Parent/Carer Details	
Name:	Name:	
_____	_____	
_____	_____	
Home Telephone No:	Home Telephone No:	
_____	_____	
Mobile:	Mobile	
_____	_____	
Email:	Email:	
_____	_____	
Daytime/Work Telephone Number & Extension:	Daytime/Work Telephone Number & Extension:	
_____	_____	
Emergency Contacts: Please give details of two people to be contacted in the case of an emergency and that they are able to collect your child should the need arise:		
Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____
Child's Health: Please provide details of significant health issues (including special educational needs and/or physical statement):		

Details of any Special Dietary Requirements, Preferences, food or other allergies (plasters, pollen, dust, etc):		

Please indicate which days your child will be attending:

Monday	Tuesday	Wednesday	Thursday	Friday

Print name: _____

Date: _____

Signature: _____

Registration

You will need to complete a Registration Form for regular weekly sessions. We are unable to care for your child without this document being signed. We have 20 spaces.

Pricing

Breakfast club costs £3.50 per day. Payment needs to be made one in advance on a Friday to cover the days your child will be attending the following week. No bookings will be available on the day and entry will not be granted. Refunds will only be made if the school is closed.

Regular attendees can be booked a half term in advance to secure a space for the next term. Payments should usually be received one week before the end of term.

Breakfast

Every morning the Breakfast Club staff will be there to help serve breakfast. Breakfast is served from our school kitchen. There will be a variety of activities available.

Breakfast options range from toast, eggs, juice, cereal, beans and cheese. It may not be possible to always meet your child's special dietary needs so you may drop your child with a small snack.

Timings

Breakfast club runs from 7.30am to start of the school day. Your child may attend anytime between these times. Breakfast will be served until 8.20 am. Cooked breakfast will only be served until 8.00am. Cereal will continue to be served from 8:00am until 8:20am.

Hand over of Care

On the registration form you are asked to give the details of at least three people who may collect your child if the need arises. You should always advise us as to who will be collecting your child if there is a change.

ALL children must be signed in to breakfast club.

Method of Payment

Payment must be made online using SchoolPing as described in the letter sent to you.

Closure of provision in an emergency

If it is a management decision to close the breakfast club at short notice due to very exceptional circumstances i.e. severe adverse weather conditions, no heating; burst water pipes, etc a full refund will be given for the day(s) the Club is closed. Last day of each term will be closed for bookings.

We are unable to give refunds if the Club is open and parents make the decision not to send their child(ren).

Please note that the school reserve the right to refuse the service to any parent if they become abusive or use abusive language or fail to comply with our terms and conditions.

I have read and agree to the above terms and conditions

Print name: _____

Date: _____

Signature: _____