

## **Breakfast Club**

Welcome to Breakfast Club! This club provides a safe and secure start for your child at the beginning of the day and we are pleased to have him/her with us.

Breakfast Club doors open at 7.30am every day. Please bring your child to the main reception and ring the bell. A member of staff will come and meet you and your child. Usually the children change into their indoor shoes straight away and are then ready to have breakfast.

Breakfast is informal and the children are encouraged to enjoy a range of cereals, and toast. Milk or fresh fruit juice is available to drink. Children may eat as much as they wish and if a child has any special dietary needs we will make every effort to accommodate them. The staff and children sit together to eat and good table manners are expected. Breakfast is served until 8:15am.

There are arrange of activities which vary every day, but include some active play, puzzles, construction , art activities and a quiet reading area for children to share stories or read by themselves.

At 8.40am the children help to tidy away the toys and at 8.50am go through to their classroom to join their classmates.

Fees for the Breakfast Club are £4.50 per session plus 50p per session for breakfast, and are payable in advance monthly.

## **Payment of Fees, Refunds and Conditions of Notice**

### **Payment of Fees**

- Fees will be paid monthly, in advance. The cost per session is £4.50 plus an additional 50p for breakfast, if required.
- Payments can be made via:
  - The online booking and payment system called Kids Club HQ. Please discuss this with the school office if you have not yet registered for this or see our website for further details
  - Cheque made payable to Lady Jane Grey Primary School ○ We accept all Childcare vouchers from the Government Salary Sacrifice Scheme. If you need more information on this please contact the school office.
  - Please note: we no longer accept cash payments.

### **Refunds**

- In the event of planned absence (i.e. a holiday in term time) written notification will be required two weeks in advance, please use the Report an absence feature within the parents portal area of the school app . Fees will be credited after receipt of this notification.
- In the event of unforeseen absence, fees already paid cannot be refunded.

### **Conditions of Notice**

- If a child who regularly attends Breakfast Club no longer wishes to attend, or if their parents no longer require the service offered, two weeks notice must be given via the amendment from on the app, or two weeks fees paid in lieu of notice.
- In the event that the school should be unable to continue to offer the Breakfast Club as a service to parents, or need to cancel for any reason, parents will be given two weeks notice or will be refunded two weeks fees in lieu of notice. Should the school be unable, due to unforeseen circumstances or emergency, to open Breakfast Club for any odd days, fees for any missed sessions will be refunded or credited. In such a situation every effort will be made to inform parents as soon as possible so that alternative arrangements can be made.
- May we take this opportunity to thank you for your support in this venture. The Breakfast Club continues to grow and is a lovely start to the school day for staff and children alike. If you have any queries or comments you would like to make, please do not hesitate to contact Martine Edmonds, Breakfast Club Manager.

Martine Edmonds  
Breakfast Club Manager

Michael Fitzgerald  
Headteacher