

## BREAKFAST CLUB BOOKING & REGISTRATION FORM 2025/2026

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Date Commencing: \_\_\_\_\_

Please tick required days:

Monday	Tuesday	Wednesday	Thursday	Friday

If there are no places currently available, I would like to be added to the waiting list.

Yes ☐ No ☐ please tick

Sessions run from **Monday to Friday** each week during **term time only**.

Hours of operation: **7.40am. - start of school** Charge per session: **£4.50**

Enquiries should be addressed to: [office@nenevalleyprimary.net](mailto:office@nenevalleyprimary.net)

I have read and understood the Payment Terms and Conditions. ☐ please tick

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## CONTRACT BETWEEN PARENTS/CARERS AND BREAKFAST CLUB 2025/2026

Full Name of Parent/Carer: \_\_\_\_\_

Name of Child: \_\_\_\_\_

I/we agree to make payment a month in advance on the 1<sup>st</sup> of the month.

I/we will pay the fee via (please tick one):

Childcare Vouchers [ ☐ ]      Parent Pay [ ☐ ]      Standing Order via online banking [ ☐ ]

Voucher scheme: \_\_\_\_\_

Bank Account: Barclays Bank

Account Name: OWN Trust

Sort Code: 20-67-40

Account: 13699234

I/we understand that failure to make payment by the first school day of the month will result in the following procedures being enforced:

- If there is a regular pattern of late payment my child's place may be lost with one week's notice.
- I/we understand that days off and absence due to illness will be charged at the full rate.
- I/we understand that by parking on the road (i.e. causing a potential disruption for local residents) my child's place may be withdrawn.\*
- I/we have read and agree with the club's policies.
- I/we agree with the terms of this contract and will abide by its conditions.

I agree I have read and agree to the Contract between Parents/Carers & Breakfast Club, and the Payment Terms & Conditions. [ ☐ ] please tick

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parking is available in the school car park for drop off and collection at Breakfast Club only

## PAYMENT TERMS AND CONDITIONS

- i. At the time of registration, the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but **parents must agree this with the Manager in advance of the session.**
- ii. Parents must give one month's notice, in writing, of any permanent changes to the days their child attends Kingfisher Kids.
- iii. Payment of fees should be made **monthly**. Individual payment arrangements will be negotiated between the Manager and parents/carers.
- iv. Should fees not be received on time (by the 1st of the month) the Club will notify the parent/carer by email. ***If the fees remain outstanding, after the subsequent 7 days, a letter will be sent to parents/carers advising them that the place(s) for their child(ren) will be withdrawn with effect from the Friday of that week .***
- v. When a place is withdrawn, because of payment arrears, it will not be reinstated once the account is cleared.
- vi. Any payment arrears will not be written off. The school will pursue any arrears, through the small claim courts if necessary.
- vii. Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
- viii. Any absences, e.g. holidays/appointments/school trips/attendance at other clubs etc. must be paid for in full. Please be aware you are paying for your child's allocated place at the club.
- ix. The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- x. The Club has the right to withdraw a child's place after consultation with the parent/carer.

## **ADMISSIONS POLICY**

### **Aim**

We aim to ensure that all sections of our school have access to the club through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following Admissions Policy.

- i. We ensure that information about our club is accessible – in written and spoken form.
- ii. We describe our club and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child-minders.
- iii. We describe our club and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion or ethnicity.
- iv. We describe our club and its practices in terms of how it enables children with disabilities to take part in the life of the club.
- v. We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- vi. We make our Equality and Diversity Policy widely known.
- vii. We consult with families about the opening times of the club to avoid excluding anyone.