



2023-2024



Breakfast Club Changes & Updates Form

Please complete this form if you wish to request changes or notify us of any updates to your child/children's account

Full Name of Child:	Class:	Date of Birth:	Attended BC before?
...../...../.....	Yes / No
...../...../.....	Yes / No
...../...../.....	Yes / No
...../...../.....	Yes / No

Changes & Updates

- Add day(s)** from the week commencing Monday (DD)..... / (MM)..... / (YY).....
 Monday Tuesday Wednesday Thursday Friday
- Remove day(s)** from the week commencing Monday (DD)..... / (MM)..... / (YY).....
 Monday Tuesday Wednesday Thursday Friday

Message for Co-ordinator:.....
.....

Parent/Carer Declaration

Parent/Carer Declaration

By signing this form, I confirm that the information I have provided is true, complete and accurate. In addition to this, by signing the form I agree that I have read and understood the terms & conditions for Breakfast Club.

Full Name		Signature	
Date		Relationship to Child	

Please return this form to the School Office with payment. Thank you.

For office use only

- Tucasi updated? Print & Sign: Date:
- BC Team notified? Print & Sign: Date:
- Sims.net 'Pupil Details' attached & given to BC Team?
(for one-off attendees only who do not usually attend on regular set days)
Print & Sign: Date:



Breakfast Club Registration Form – 2023/2024



Breakfast Club Terms and Conditions

Dear Parent/Carer,

Please read the following terms and conditions and sign the declaration on the previous page. Return the signed application form to the school office.

1. We accept applications for children in Reception up to Year 6.
2. We cannot provide a space for any child without a completed registration form and agreement of the terms & conditions.
3. Breakfast Club starts at 7:45am and children will not be admitted before this time. Children will not be admitted after 8:15am. The Breakfast Club fee is £2.50 per day.
4. Breakfast Club fees are due one week in advance of your child attending. Payment can also be made one month or term in advance. **Should your child incur arrears of one week, he/she will not be permitted to attend Breakfast Club until all arrears are cleared.**
5. To participate in breakfast club, all other school debts must be cleared in full and accounts kept up to date. This includes money owing for school dinners and extended day care. This also includes money owing on any sibling accounts.
6. When registering you must state which days you want your child to attend. Your child will only be able to attend on the days specified.
7. Breakfast Club starts on Wednesday 6th September 2023 and ends on the last day of the Summer term. **Please note that your child will be charged for all of the days selected on the registration form, even if for any reason they do not attend on a specified day. The only days you will not be charged for are INSET days or other announced school closure days.**
8. You must notify the school immediately of any change in contact details, addresses or medical information.
9. If you no longer require a place for your child you must complete a leavers form (available at the school office), providing a minimum of **two weeks' notice**.
10. **Please note:** Due to increasing costs, we may review and increase the weekly charge during the academic year 2023-2024.