Nether Heyford Breakfast Club Booking Form – please tick the sessions you require

Term 2 – 2019

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bliss Class Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week commencing | Monday | Tuesday | Wednesday | Thursday | Friday |
| 4th November |  |  |  |  |  |
| 11th November |  |  |  |  |  |
| 18th November |  |  |  |  |  |
| 25th November |  |  |  |  |  |
| 2nd December |  |  |  |  |  |
| 9th December |  |  |  |  |  |
| 16th December |  |  |  |  |  |

Total number of sessions required:\_\_\_\_\_\_\_\_ x £4.50 = £\_\_\_\_\_\_\_\_\_

I enclose payment/have made a BACS transfer/used childcare vouchers (please circle) for the above amount and I agree to the Terms & Conditions overleaf:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BACS details: Barclays Bank, Nether Heyford Pre-School, Sort Code: 20-73-48, Account Number: 63492575, Ref: Child’s Surname

Terms & Conditions – September 2019

1. ***Session Times***
   1. The breakfast club operates Monday – Friday from 7.45am – 9am during school term time

1.2 Children attending Bliss School will be walked to & from school at the appropriate time.

1. ***Admissions***
   1. Children are eligible to attend the club from their third birthday until they leave primary school.
   2. Children may join the setting at any time during the school term.
2. ***Booking of Sessions***
   1. All sessions must be booked & paid for in advance. Places are allocated strictly on a first come first served basis.
   2. To book a session, a booking form must be completed & payment made.
   3. Where a requested session is full, we will wherever possible offer an alternative session.
   4. If you wish to cancel a session, written notice is required, no refunds will be made.
   5. It is imperative that if any child is not attending their session that the breakfast club team are informed AS WELL AS THE SCHOOL to prevent the checking of the child’s whereabouts by both parties.
   6. In exceptional circumstances same day bookings may be made, in which case, fees must be paid when the parent drops off the child. It is the parents responsibility to inform the school.
3. ***Fees***
   1. Fees are charged per session
   2. Fees remain payable in full for all booked sessions not attended.
4. ***Review of Fees***
   1. Fees are reviewed each summer term with any price increases being effective from 1 September.
   2. Where a fee review does not take place in the summer term, the committee reserves the right to review fees in the following winter term with any resulting fee increases being effective from 1 January.
   3. All changes in terms and conditions or fees will be notified to parents in writing at least one month before they become effective.
5. ***Enforced Closure***
   1. We endeavour to ensure that the breakfast club is open for all its advertised term time sessions.
   2. However, occasionally we may be faced with extreme circumstances beyond our control which force us to close the preschool at short notice. These circumstances include, but are not limited to, adverse weather conditions, staff illness or problems with basic services at the hall such as heat, light or water.
   3. In the unlikely event that the setting is forced to close, every effort will be made to notify all parents direct as early as possible.
   4. Where the enforced closure is for 3 consecutive setting days or less, no refunds will be made. However, in these circumstances alternative sessions will be offered wherever possible, subject to available capacity.
   5. Should the enforced closure extend beyond 3 consecutive setting days, refunds may be made at the discretion of the committee.
6. ***Behaviour***
   1. Our staff and committee members have the right to go about their business at the breakfast club without fear of intimidation.
   2. Bullying or intimidating behaviour from children, parents, relatives or other individuals will not be tolerated.
   3. In the event of such behaviour, the committee reserves the right to ask the individual concerned to refrain from visiting the setting.
   4. In extreme circumstances where such behaviour is repeated the committee reserves the right to ask the child to leave the setting.