



## Highfields Primary School Breakfast Club

### Application Form

#### Child's Information

Surname of Child:	Forename(s):
Date of Birth:	Gender: Male/ Female
Home Address:	
Class:	

#### Emergency Contact's During Breakfast Club

PRIORITY	FULL NAME	RELATIONSHIP TO CHILD	HOME TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER	WORK TELEPHONE NUMBER
1					
2					
3					

#### Allergies, Dietary and Medical Information

Does your child have any allergies? Yes / No	Details:
Does your child have any dietary requirements? Yes / No	Details:
Does your child require medication? Yes / No	Details:
Name of Doctor and Surgery Address:	
Telephone Number:	

**If any of this information changes please notify school as soon as possible.**



**Requirements**

Please indicate below the days that you require a breakfast club place.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Start Date:			End Date:		
Additional Information:					

**You must inform the office of any changes to your childcare requirements by the Friday prior to the week the changes are effective.**



## **Highfields Primary School Breakfast Club**

### **Times and Information**

Opening Times: 7.45am – 8.45am

Price: £3.00 per day

£15.00 per week

### **Payment needs to be made weekly in advance.**

There will be no charge on Bank Holidays or Teacher training days. Full payment must be made if your child is ill and does not attend.

Non-payment will result in a child's place being withdrawn.

Please make cheques payable to Highfields Primary School.

Please ensure payment is sent into school in a sealed envelope.

### **What will breakfast look like?**

Our breakfasts will be healthy and nutritious and will meet current food standards recommended for children of this age. Breakfast will include, a range of healthy cereals, yogurts, fruit, toast, fruit juice/squash/milk. As the breakfast club will be held in our Discovery Den (Science and cookery Room), there will also be the opportunity for children to be involved in the cooking of their breakfasts and will be making smoothies and other breakfast foods.

### **What will my child do at the club?**

There will be a range of activities on offer. There will be a daily 'Wakey Shakey' physical activity. There will be a variety of games and art and craft activities on offer. In addition, as it will be staffed by school staff, there will also be opportunities for reading and homework support.



### **Admissions Policy**

Any child, attending Highfields Primary School may attend breakfast club if spaces are available. We will accommodate up to 30 children. As places are limited, a place will be allocated on a first come, first serve, basis.

Priority will be given to pupils requesting full-time places, ie 5 days per week.

Breakfast club will also try to accommodate short-term needs due to a family being in crisis. Please speak to the office who will be able to offer information.

### **Children's Records**

A record will be kept for each child with details relating to their address, contact details and health conditions including allergies and medical needs. Parents and carers are responsible for updating personal details as required and is necessary.

Records will be kept in respect of any incidents and any behaviour issues which may arise. These will be discussed with parents if necessary.

### **Other Policies**

All other relevant school policies will apply to breakfast club. This will include: Anti-Bullying Policy, Behaviour Policy, Safeguarding Policy, First Aid, Health and Safety etc. Copies of policies can be found on our school website or can be requested via the school office.



## Contract Agreement

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

DOB: \_\_\_\_\_

My child will attend breakfast club Full / Part-time (please delete).

I understand that even if my child does not attend any of the Breakfast Club sessions booked for on the application form, the full-fee still has to be paid. I understand that fees have to be paid weekly (in advance on Mondays) or on a daily basis and that failure to pay may lead to my child losing their place at Breakfast Club.

My child will arrive at approximately \_\_\_\_\_ and I will ensure that I hand them over to a member of staff and have signed them in. I understand that breakfast Club staff will release them for school at 8.45am.

I agree to my child \_\_\_\_\_ receiving medical treatment in the event of an emergency and that I will be contacted as soon as possible.

I have supplied all of the current medical information and contact details relating to my child and I **will be responsible for updating these details and supplying any details Breakfast Club may need in the future.**

Signed: \_\_\_\_\_ (Parent/Guardian)

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

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