



Furzefield Primary School

Be kind, be respectful, be resilient. Aspiration and opportunity for all.



www.furzefield.surrey.sch.uk



01737642842



enquiries@furzefield.surrey.sch.uk



BREAKFAST CLUB

Terms and conditions

Please detach this sheet and keep for your records.

Registration

- Parents/carers must complete all sections of the registration form before their child(ren) can attend Breakfast Club.
- Parents/carers will need to confirm they have read our Terms & Conditions by ticking the confirmation box when completing the registration form. By ticking the confirmation box you are agreeing to all articles mentioned in the Terms & Conditions. You must agree to the Terms & Conditions to be able to register/book with us.
- After submitting your Registration Form you will receive an email or letter confirming your child's registration.
- By completing the registration form, you are accepting responsibility for ensuring childcare fees are paid as outlined within these Terms and Conditions.
- We will refuse entry to any child who does not have a completed registration form.

Bookings, payments and charges

- The cost of a session is £5.00.
- Sessions are to be pre-booked online using your Scopay account. If you are not registered with Scopay, please contact the school office for further information.
- Sessions should be booked at least seven days in advance and are available on a first-come-first-serve basis.
- Sessions can be booked up to 90 days in advance.
- All sessions require payment before attendance at breakfast club. If you are paying via Tax free childcare or Childcare vouchers then please note this on your registration form.
- We will may refuse entry to any child who has not pre booked their session.
- Payments should be made online where possible.
- Childcare vouchers and tax- free childcare can be used to pay for breakfast club. You will be required to keep your account in credit.
- All absences (including sickness) will be charged at the full rate.
- We will endeavour to give you one month's calendar notice before any fee increases.

Extra sessions or cancellations

- No child will be able to attend without an advance booking.
- If you require your child to attend an extra session within seven days, please contact the school office in the first instance. **Please do not assume your child will be able to attend the extra session until you have confirmation.**

Headteacher: Mr G Govinden (BSc. Law Hons, LPC, NPQH, PGCE, FRSA)



- If you wish to cancel a pre-booked session, you can change this on Scopay up to seven days prior to attendance. Cancellations within 7 days will be charged at full rate.
- If your child is due to go to a club before school, please ensure that you change your booking online, otherwise it will be charged at the full rate. Any absence due to attending other clubs/events will be charged at the full rate.
- Should the club have to shut due to an unforeseen emergency outside our control (such as bad weather) fees will be charged at half the normal rate.

Termination

- You can terminate your child's attendance at breakfast club at any time.
- Please inform the office in writing if you are no longer planning to use breakfast club.
- Any outstanding balances must be paid prior to your child leaving.

General

- Breakfast club runs every day from 7:45am to 8:30am for children in Early Years through to Year 6.
- Breakfast Club staff are responsible for dropping your child at their class.
- It is the responsibility of parents/carers to keep us informed of any changes of personal information. Please complete a new registration form as soon as possible. Forms are available on our website www.furzfield.surrey.sch.uk or via email funclub@furzefield.surrey.sch.uk.
- You must drop your child off at the school hall between 7:45am and 7:55am (Delabole Road entrance) when a member of staff will sign in your child. If you arrive after this time, there may be a delay in dropping off your child. **Please do not leave your child until they have been signed in.**
- We cannot accept responsibility for any loss or damage to personal belongings.
- Please contact Mrs Mitchell on 01737 642842 if you have any concerns or queries.

Please note that important school policies and documents, including our Privacy Notices can be found on the school website: www.furzefield.surrey.sch.uk

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