



Breakfast Club
Registration Form
And
Terms and Conditions

March 2021

ALL PLACES NEED TO BE PRE BOOKED

LILLINGTON NURSERY AND PRIMARY SCHOOL BREAKFAST CLUB TERMS AND CONDITIONS

The Breakfast Club is run by Lillington Nursery and Primary School and is partially funded by Greggs Foundation. The club will operate under these terms and conditions, which may be subject to alteration at the discretion of the Multi Academy Trust. The club will provide safe and pleasant facilities with planned activities for all the children in its care.

A choice of breakfast will be provided from 8.15am – 8.45am and consists of toast, cereal, porridge, crumpets, juice,

1. The Multi Academy Trust and Headteacher will oversee the running of the club and decide on policy and practice.
 - a) The Club will be run on a day to day basis by the Breakfast Club Manager.
 - b) Parents may view Breakfast Club policy at any time.

If a parent has a complaint about the Club or a member of staff, they should contact the Headteacher.

Child protection procedures should be followed as instructed when registering.

2. Any child attending Lillington Nursery and Primary School is eligible to use the club. The Club will open from 8.15am until the start of the school day which is 8.45am. Children will be escorted to their classroom.
 - a) Allocation of places will be in accordance with the admissions policy. Priority will be given to children already using the club prior to new places being allocated, however places have to be booked monthly in advance.
 - b) A registration form must be completed for each child/family before their first attendance.
 - c) In the case of misbehaviour etc, a child's continued attendance at the Club will be at the discretion of the Headteacher.
 - d) All places must be booked monthly in advance. There is NO CHARGE for this club
3. Parents / Carers must accompany children into the Breakfast Club and report to the Breakfast Club Manager. Attendance will be recorded in the Breakfast Club register. Children attending before school hours remain their parent's responsibility until they arrive at the Club and are registered. During the current time of Covid children will be collected from an allocated gate at 8.15am each morning. They will be registered at the gate where the staff will then take responsibility for the children.
4. The Breakfast club and staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, coats, shoes, trainers, lunch boxes, book bags, backpacks, sports bags etc).
6. Following the Multi Academy Trust guidelines Breakfast Club staff are unable to administer or supervise medication within the club.
 - a) In general, parents should arrange treatment so that it is not necessary for medication to come into the Club. Most medication can be managed by doses timed to outside the school/club day.
 - b) The only exception to these arrangements would be children who suffer from chronic illness or disability, which requires constant medication. In which case detailed written prescription arrangements must be provided to the club by parents.
 - c) If in the opinion of the Breakfast Club Manager, a child is not felt to be well enough to attend, the parent/carer will be contacted in order that the child is collected immediately from the Club until such time as he/she is fully recovered.
7. **If you child is unable to attend a pre-booked session, please email :-**

**accounts@lillingtonschool.org and Poutont@lillingtonschool.org or contact the school office
01926 426592**

Lillington Nursery and Primary School Breakfast Club Registration Form
DfE Number 937/2071 **Ofsted Registration number: 147642**

Please complete one form per child

Child's name	Home address		
	Post Code		
Home telephone number	Date of birth	Sex Male / Female	Preferred name
Class	Email Address		
1. Parent/ Carer Name		Address if different from child (Invoice address)	
Relationship to child:			
Mobile telephone number	Home telephone number	Work Telephone Number	
2. Parent/Carer Name		Address if different from child	
Relationship to child:			
Mobile telephone number	Home telephone number	Work Telephone Number	
Please give details of any specific needs, notified health issues, allergies or regularly administered medication.		Please give details of any dietary requirements.	
Any other information relating to your child that you think may be significant or helpful.			
Permissions			
1.	Permission to seek emergency medical care if unable to contact parent and to give details provided to relevant doctor. To receive necessary emergency medical and dental treatment, for an anaesthetic to be administered and for an operation to be performed when such treatment is necessary and only when a parent cannot be contacted.		Yes / No
2.	Permission for photographs of my child to be displayed at the Breakfast Club.		Yes / No
3.	Permission for photographs of my child to be taken by the local press for Breakfast Club publicity.		Yes / No
4.	Permission for photographs of my child taken by the Breakfast Club to be displayed on the school website.		Yes / No

I have read, understood and agree to the attached terms and conditions and completed the registration form accordingly to confirm my compliance with these terms and conditions. I have been instructed regarding the action to take in the event of a complaint or allegations of child protection issues relating to the Breakfast Club.

Parent / Carer signature

Date

Breakfast Club March 2021

Declaration

I have read the terms and conditions of Lillington Nursery and Primary School Breakfast Club and agree to follow its policies and procedures.

I consent to any emergency medical treatment necessary during the running of the club.

Parent/Carer Signature

Print Name

Child's Name

Date