

Sun Rise Club – Booking Form

Child's Name:

Child's Class:

<p><u>For office use only</u></p> <p>Date form received in school:</p> <p>Numerical reference:</p>
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Sun Rise Club costs £4.00 per session (session times – 7.40am to 8.45am.) Childcare fees are payable in ADVANCE of your child attending the club. Please note that your child's place may be cancelled where a payment has not been received. You will be invoiced on a Half Termly Basis and payment can be made either by ParentMail, Government childcare scheme or employer's childcare vouchers. To apply for a place for your child please complete this form and return to the school office.

- 1) On which day(s) of the week would you like a **REGULAR** place for your child?
Please tick:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

- 2) From which date would you like your child to begin attending breakfast club? (Please note that we recommend giving at least 2 weeks' notice before you would like the place to commence).

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- 3) Which method of payment would you like to use?

ParentMail	Government Scheme	Childcare Vouchers

- 4) Are there any special dietary requirements and/or medical conditions or any other information that our Breakfast Club staff should be aware of? Please tick:

Yes please give details below

No

I confirm that I agree to abide by the Terms and Conditions on the reverse of this form.

Signed: (Parent)

Date:.....

Sun Rise Club – Abbots Green Academy - Terms and Conditions

General

1. The Sun Rise Club is open to children attending Abbots Green Academy in Reception Classes through to Year 6 and is run by school staff.
2. The club is open from 7.40am to the start of school Monday to Friday during term time only.
3. The club provides a balanced breakfast (cereal, toast with topping and fruit juice/milk/water to drink) and activities for children before school begins.
4. The last breakfast will be served at 8.20am.
5. Children must be accompanied to the club by an adult and should be handed over to a member of Sun Rise club staff.
6. After the Sun Rise Club ends the children will go directly to their class ready for the start of school.

Bookings

7. Bookings must be made on the school booking form.
8. Enquiries regarding the Sun Rise Club should be made to school via office@abbotsgreenacademy.co.uk.
9. Booking requests can only be made for a regular place, e.g. every Monday – we are unable to offer temporary/ad-hoc places at the club. We aim to accommodate all requests made, however, places at the club are limited.
10. Priority will be given where a sibling is already regularly attending the club.
11. If we are unable to offer your child a place on your chosen day(s) we will retain your details on a waiting list and we will endeavour to contact you should a place arise.
12. Your child's place at the club will be confirmed in writing via ParentMail. Once your day(s) are confirmed you will be guaranteed your requested day(s) provided all payments are made, attendance is regular and your child's place at the club has not been withdrawn (see sections 23 to 25).
13. Please inform the school in writing if you no longer require your child to attend Sun Rise club. The notice period must be two weeks. The school will confirm the date that the place has been cancelled from.
14. If your child will not be attending a particular session that they are registered for please inform the school giving as much notice as possible- also see section 18.
15. In the event that you would like to change the days that your child attends the Sun Rise Club a new booking form must be completed with your new requirements. The school will confirm in writing via ParentMail whether the new request can be met.

Payments

16. The charge for each session is £4.00 per child and you will be invoiced on a Half Termly basis. Payments can be made via ParentMail, the Government Childcare Scheme or childcare vouchers issued by certain employers.
17. Payments must be made in advance of the date of attendance. Where a payment has not been received in advance a place at the club cannot be guaranteed.
18. Refunds/credits will not be given for non-attendance/cancellations unless there are exceptional circumstances, or if the school cancels a session. This decision will be made by the school. Also see section 13 above regarding cancelling a place.
19. Unless it is requested by the school, children should not bring their own toys, games or any items of value onto the site. We are unable to accept responsibility for such items.

Dietary Needs and Medical Conditions

20. We are unable to administer medication to a child at the club (unless it is an Epi-Pen or an inhaler for which parents must have completed a 'Request and Consent for the Administration of Medication in School' form available at the school office). It is the parent's responsibility to ensure that all medication provided to the school has not exceeded its expiry date and is marked clearly with the child's name.
21. It is the parent's responsibility to disclose any special dietary needs or medical conditions on the club's booking form and to inform the club in writing of any changes.
22. Children are not permitted to bring their own food to the club unless this has been agreed in writing by the school in advance of their attendance at the club.

Withdrawing an offer of a place

We reserve the right to withdraw an offer of a place in the following circumstances:

23. Unacceptable behaviour resulting in distress or disruption to adults or children at the club.
24. Where a child has not attended the club for their allocated session(s) for a period of 3 consecutive weeks or more.
25. Where payments have not been made in advance and arrears are accumulating we reserve the right to cancel the place with immediate effect. Action to recover payments due will be taken as detailed in the school's Bad Debt Policy.