



Breakfast Club

Registration Form (2023/24)

**Please complete separate forms for each child.
Parents are required to fill this in annually.**

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Child's Full Name:	
Child's preferred Name:	Male/Female:
Full Postal Address and Postcode:	Date of Birth: Age: Class:
Name of 1 st Parent/Guardian:	Name of 2 nd Parent/Guardian:
Home Telephone Number	Home Telephone Number:
Work Telephone Number:	Work Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

Emergency Contacts

Please ensure that you notify us immediately of any changes to contact information.

1.Name:	Relationship to child:
Address:	Mobile Telephone:
Home telephone:	Work Telephone:
2.Name:	Relationship to child:
Address:	Mobile Telephone:
Home Telephone:	Work Telephone:

If you wish to book Regular Confirmed Bookings please specify which day(s) of the week you wish for your child to attend the Breakfast Club. **This would need to be for at least a term.**

Monday	Tuesday	Wednesday	Thursday	Friday

Charge: £6 per child per Regular Confirmed session. Sessions are booked by the school office half termly in advance.

Please tick this box if you wish to register for Ad-hoc bookings. Charge: £8 per Session. Adhoc bookings must be paid for immediately via School Gateway due to time constraints we are unable to accept Childcare Vouchers/Tax Free Childcare for ad-hoc bookings

Please indicate if you wish to pay using Childcare Vouchers/Tax Free Childcare. (Regular Confirmed Bookings only) **Yes** **No**

Please state who your childcare voucher provider is and any reference used to help us identify your payment.....

Medical Information

Please state all relevant medical information (Allergies, pre-existing injuries etc)

Does your child need to take medication whilst attending the club? (if Yes, please complete a permission to administer medication form) _____

Are there any foods or drinks your child is not allowed to consume? If Yes please list-

Due to (please circle): preference religion allergy other



Breakfast Club **Terms and Conditions**

(Parents/Carers are required to sign this annually)

Child's Name:

What we offer

We provide a variety of healthy breakfast options. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Terms and Conditions

Booking and Payment of Fees

Regular Confirmed Booking – Bookings are pre-arranged for the same days each week and cost £6 per session. It is not possible to swap days, cancel or refund monies due to non-attendance or change of mind once a booking has been made. Sessions are booked by the school office half termly in advance. Payments should be made via School Gateway with payments due in advance for the entire half term no later than two working weeks before the end of the previous half term, with the exception of bookings for the start of the school year (Autumn Term) where payment must be made by 1st August 2023

Childcare Voucher and Tax Free Childcare payments

Please email the school office admin@raglan.bromley.sch.uk stating the date released, amount and reference.

Childcare Vouchers/Tax Free Childcare payments are manually applied to School Gateway and can take up to 5 working days to clear in the school bank account. Please release the payment at least 5 working days before the payment deadline. When the payment is applied you will receive an automated 'receipt' from School Gateway to confirm payment. You may receive automated payment reminders until the payment has been applied to School Gateway.

Ad-hoc Bookings – (Subject to availability) These bookings are made by phoning the School Office on 02084606558 giving 24hrs notice and are payable at the time of the request and will not be confirmed until payment is made. Each Ad-hoc booking will be charged at £8 per session and is payable immediately via School Gateway. Once made bookings are not transferable. If payment is not received we will be unable to take any further ad-hoc bookings from you. Due time to time constraints Childcare Vouchers or Tax Free Childcare cannot be used for Ad-hoc bookings

- **Raglan is a nut free school. Please do not send your child into school with any food items containing nuts. Children are provided with a healthy breakfast whilst attending Breakfast club.**
- Once sessions are reserved and booked, six term weeks notice are required in writing if you wish to amend or cancel your sessions. Failure to adhere to the terms and conditions may result in children losing their place in the club.
- If the club is forced to close because of circumstances beyond our control (floods, snow, lack of services, force majeure), we will not be able to refund fees.
- I am aware that Raglan Primary School manages this club in accordance with policies in place within the school, including; Safeguarding, Behaviour & Relationships, Inclusion, Equality and Complaints. I can confirm that I am familiar with the policies which are available on the School's website.
- A Registration Form will need to be completed before your child is allowed to stay at Breakfast Club. Please inform the club leader of any change in contact details including any additional information which may be relevant in caring for my child e.g. allergies, medical, additional needs etc. I give consent that, in the event that I am unable to be contacted, my child may undergo any emergency medical treatment as deemed necessary by medical personnel, if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.
- Breakfast Club will be open from 7.45am and will be held in the Studio and Middle Hall. Please ring the Studio buzzer at the pedestrian gate next to the staff car park and you will be let in. Your child will be directed to the playground at 8.45am (KS2) and 8.55 (KS1).
- In line with the School policy Breakfast Club will not be held responsible for the loss of valuables.
- Information held by Breakfast Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including: Local Authority Designated Officer for Safeguarding and Social Care in line the school's Child Protection Policy,
- I confirm that I have read and accept the terms and conditions above:

Child's Name.....

Parent/Carer Name.....

Signature of Parent/Carer.....