



Cranford Primary School

Berkeley Avenue

Hounslow

TW4 6LB

Breakfast Club Admissions Policy

Date: Autumn 2023

Review Date: Autumn 2025 (or sooner if changes to the law or practice).

BREAKFAST CLUB ADMISSIONS POLICY

The aim of our breakfast club is to provide a high quality, child-centred, care provision and a healthy start to the day in a safe, caring and stimulating environment.

Membership of the breakfast club is open to families with children attending Cranford Primary School. Priority admission will be given to families who:

- 1) are in need of support (case by case basis).
- 2) require full-time places.
- 3) have parent/carers in full-time or part-time employment.
- 4) have parent/carers who are studying.

Following on from the above, families will be allocated places on a first come/first served basis provided spaces are available. Where necessary, a waiting list will be held.

Membership of the breakfast club is subject to the Conditions of Membership attached. A Registration form must also be completed for each child, prior to entry at the breakfast club.

We hope you and your child find the breakfast club both valuable and enjoyable. If you have any queries or concerns, please do not hesitate to contact the Playleader.

CRANFORD PRIMARY SCHOOLS BREAKFAST CLUB CONDITIONS OF MEMBERSHIP

OUR RESPONSIBILITY TO YOU The breakfast club is here for you and your child's benefit. We hope you find it of use and that your child enjoys coming

OPENING HOURS: 7.45 a.m. to 8.50 a.m.

COST:

£4.00 per child per session

Please note, all breakfast club payments must be made on ParentPay.

- We aim to provide your child with a healthy start to the day in a stimulating, caring environment.
- We aim to provide your child with a healthy breakfast which will be served between 8.00 a.m. and 8.15 a.m. Breakfast will not be available after this time.
- The breakfast club will abide by the London Borough of Hounslow's Equal Opportunity Policy and no child will receive less favourable treatment than another on any grounds.
- An authorised adult must sign all children into the breakfast club. Staff will ensure that children are unable to leave the scheme unaccompanied

YOUR RESPONSIBILITY TO US

I/We, the parents/carers of
wish to apply to use the facilities of the above breakfast club and agree to the following terms and conditions:

I/We agree:

- That it is my/our responsibility to ensure that the playleader is informed of any change of circumstances and/or problems which occur so that they can be dealt with.
- To pay punctually on the first day of the week, the current fee per session, and understand that this money is not refundable even if my/our child does not attend.
- To agree to give one full week's notice should I/we wish to withdraw my/our child from the breakfast club.
- That it is my/our responsibility to ensure that my/our child arrives at the scheme between 8.15 a.m. and 8.30 a.m. to ensure that they have breakfast. Breakfast will not be available after this time.
- To keep the child away from the breakfast club if advised to do so by a doctor or by the playleader, and to inform the breakfast club IMMEDIATELY if my/our child is absent due to a contagious disease.
- That it is my/our responsibility to ensure that my/our child understands that, whilst the breakfast club is more flexible than school, bad behaviour or

behaviour that is either harmful to himself/herself/ themselves, other children, or equipment will not be acceptable.

- That my/our child will attend on the days as confirmed at time of booking. Any changes of days require one full week's notice, is at the discretion of the playleader/school and according to space availability.
- It is important that you are aware that the breakfast club upholds a current behaviour management policy, which is readily available for reading. Please ask the breakfast club's playleader if you wish to read this document.

Signed Date

Should you have any queries or problems, please do not hesitate to contact us, we may be able to help. The breakfast club reserves the right to withdraw the place of any child at its discretion.

PLEASE SIGN BOTH COPIES. RETURN ONE COPY TO THE BREAKFAST CLUB AND KEEP THE OTHER FOR YOUR OWN REFERENCE.

CRANFORD PRIMARY SCHOOL BREAKFAST CLUB REGISTRATION FORM

CHILDS NAME

GENDER.....

ETHNICITY

MOTHER TONGUE.....

DATE OF BIRTH

AGE.....

NAME OF TEACHER/CLASS.....

NAME OF PARENTS/CARERS.....

HOME ADDRESS

TELEPHONE NO.BETWEEN 7.30 am – 9.00 am.....

MOBILE TELEPHONE NO.

NAME OF ALTERNATIVE CONTACT (IN CASE OF EMERGENCY) AND
RELATIONSHIP TO CHILD

ADDRESS

TELEPHONE NUMBER

DAYS YOU WOULD LIKE YOUR CHILD TO ATTEND

MON. TUES. WED. THURS. FRI.

BREAKFAST WILL BE PROVIDED IS THERE ANYTHING YOUR CHILD DOES
NOT EAT OR IS ALLERGIC TO?

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IS THERE ANY SPECIAL INFORMATION YOU FEEL STAFF SHOULD KNOW
ABOUT YOUR CHILD E.G SPECIAL NEEDS/MEDICATION.

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NAME OF CHILD'S DOCTOR.....

ADDRESS OF CHILD'S DOCTOR.....

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TELEPHONE NUMBER

MEDICAL NUMBER.....

ANY KNOWN MEDICAL PROBLEMS, ALLERGIES, ETC.

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OCCASIONALLY PHOTOGRAPHS MAY BE TAKEN IN THE BREAKFAST CLUB,
PLEASE SIGN BELOW IF YOU HAVE NO OBJECTION TO THESE BEING USED
IN PUBLICITY MATERIAL FOR THE BREAKFAST CLUB.

I GIVE CONSENT TO PHOTOS OF MY CHILD TO BE USED AS MENTIONED
ABOVE

DATE

ADDITIONAL INFORMATION YOU FEEL WE SHOULD KNOW.

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THANK YOU FOR YOUR CO-OPERATION PLEASE REMEMBER TO INFORM US
IMMEDIATELY SHOULD ANY OF THIS INFORMATION CHANGE. PLEASE
RETAIN ONE COPY FOR REFERENCE AND RETURN THE OTHER TO US AS
SOON AS POSSIBLE.

All information given on these forms will remain confidential.