

Breakfast Club agreement form.

Kings Furlong Breakfast Club is open from 8am -8.40am and is available to all children attending Kings Furlong Junior School. Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

Registration

The child will be able to attend the breakfast club as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork

- Agreement Form.
- Permanent place: Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required. Fees must be paid fortnightly in advance.
- Temporary booking: We will accept temporary as long as there are places available. Temporary bookings must be booked fortnightly in advance and payment will be required at the time of booking. If for any reason your child does not attend the place will still be charged for. No refunds will be given.

Fee structure

- Fees are charged at £3.00 per session and are payable fortnightly in advance on a Wednesday.
- Fees can be paid by electronic transfer on SCOPAY.COM.
- Fees are charged for booked sessions whether the child attends or not
- Payment of fees are reviewed periodically and if payment hasn't been made by the payment deadline then unfortunately you will not be able to drop your child/ren at breakfast club.
- There will be no exceptions to the above regarding payment of fees, late payment will not be accepted.

Drop off procedure

- Access to school will be via the Upper Chestnut Drive gate only.
- The car park on Upper Chestnut Drive will be available for breakfast club drop off
- Access will be given through the buzzer, this gate will not be left unlocked until the school usual drop off time of 8:40am.
- Once on school premises access to the hub will be via the side gate through the car park.
- All children must be dropped off and signed in by a parent/carer.

In addition to the above I can confirm that all contact details held in school are up to date and as per school requirements. I will be contactable for the duration of Breakfast Club.

Childs Name

Date

Signed

Print