

Rose Hill Breakfast Club Terms and Conditions

1. Registration forms must be completed in full before your child can be allocated a place in breakfast club. This includes accepting these terms and conditions. All bookings MUST be made in advance, at least one week, you cannot turn up on the day.
2. Parents/Carers must ensure all details on the registration form are accurate and up to date. Any changes must be made in writing to Rose Hill School Breakfast Club.
3. To access breakfast club, parents/carers must use the side entrance gate and door. School office staff will not admit children through the front entrance.
4. The breakfast club starts at 7:30am. Lessons start at 8:45am and children will be escorted to class.
5. An authorised adult must escort the pupil into breakfast club each morning and ensure that a breakfast club staff member signs the pupil in on the register.
6. The breakfast club will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.
7. Parents/carers will be asked at the start of each term to complete a form to reserve an allocated space in breakfast club.
8. Once your allocation is reserved, if your child is unable to attend for any reason you will not be entitled to a refund.
9. Parents/carers can book occasional or one-off days in breakfast club. This can be done by collecting a form from the office and returning it to the office prior to the booking date. This must be completed with at least one week's notice.
10. Parents/carers will be provided with an invoice at the end of each month, for the number of breakfast club sessions reserved.
11. All invoices must be paid within 14 days of receipt. Failure to pay the invoice will result in the allocated place being suspended until the invoice is paid.
12. The preferred payment method for Breakfast club is online through Parentmail. Rose Hill Breakfast club accepts childcare vouchers
13. Once your child has been allocated a place you must give one month, term time notice (four weeks while the school is open) to cancel this agreement. Any session within this one month notice period will need to be paid for in full
14. The breakfast club offers additional care outside normal hours. The club policies and procedures reflect the school policies and procedures. Parents can read the policies and procedures on request at the school office.

I confirm that I understand the terms and conditions of Rose Hill Breakfast Club, and have a copy of them.

Print Sign

Child's Name Date

