

Eileen Wade Primary School

Breakfast and Cool Kidz Club (CKC) General Information

1. **All** children attending either Club must be registered. Please complete a registration form and return to school. Payment of £10.00 for an annual family registration to be paid via BAC's.
2. Breakfast Club runs from 7.45 or 8.00 am. Fees are:

7.45 a.m. – 8.45 a.m.	£5.00
8.00 a.m. – 8.45 a.m.	£4.00
Breakfast	£0.50
3. Cool Kidz Club runs from 3.15 – 5.00 p.m. Children are provided with a healthy snack and drink during the first session and toast and a drink during the second session. Fees are:

3.15p.m. – 4.30 p.m.	£5.00
4.30 p.m. – 5.00 p.m.	£3.50
4. When dropping your child off at Breakfast Club please sign them in.
When collecting your child from CKC please sign them out.
5. If someone different is collecting your child from CKC please advise us beforehand. Whoever is collecting will need to know your collection password.
6. If your child is booked into CKC and you then decide to collect them at 3.15 p.m., please ensure that you sign them out from CKC before you leave. Refund of fees cannot be given without prior cancellation.
7. All booking information is printed on the back of your booking form.
8. If places are available, one-off or occasional bookings may be made – all such bookings must be made using the form and fees paid via BACs in advance.
9. Refunds of fees will be given if you notify us at least one week in advance that your child will be absent from the club. Refunds for unplanned absence can only be given in exceptional circumstances and at the discretion of the Head Teacher.
10. We have a Code of Conduct that applies to all users of the Clubs. This is to ensure that the Clubs run safely and happily for all involved. Please read through the following with your child and sign the appropriate section on the registration form. We reserve the right to refuse attendance to children who seriously or regularly disregard the following rules:

Children will observe normal school rules
Children will cooperate with all staff at all times
Children will be considerate to and respectful to others at all times
Parents will collect their children promptly from CKC
Parents will adhere to the rules, procedures and registration requirements of the Clubs