



Dear Parent/Carer

Willenhall Community Primary School provides Breakfast Club service which runs from 8.00am until 8.55am on Mondays to Fridays in term time. The children are provided with a snack of toast, milk or fruit juice. This is included in the daily rate.

1st child - Daily rate - £3.00 per child / Weekly rate - £15.00

Siblings charged – Daily rate - £2.50 per child / Weekly rate - £12.50

Terms and Conditions

1. Payment must be made each day, or in advance for the week on each Monday morning (not in arrears on a Friday).
2. You are required to pay for every day that your child is booked in, even if they do not attend for any reason (this includes illness).
3. The club is a non-profit making service and it is essential that all payments are received on time to ensure that we cover the cost of running the club.
4. Places are limited and if you fall behind on payments by more than 1 week your child will lose their place and it will be given to the next child on the waiting list.
5. In order to ensure that our adult to child ratio is correct, any change to the required days must be communicated in writing with at least 7-days' notice and are subject to availability. **Failure to notify the Office Manager within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.**
6. You are required to bring your child into the club each morning and register their arrival with a member a staff. DO NOT just to drop them at the door. This will allow us the opportunity to pass on any important messages and receive payment from you. Failure to do so could result in your child losing their place.
7. If you wish to withdraw your child from the Breakfast Club at any point during the academic year you must provide written notification to the Office Manager in the School Office with 14-days' notice. **Failure to notify the Office Manager within the required time frame will mean that you remain liable for the payment of fees. You shall remain liable until such time that sufficient notice is received.**
8. You may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all receipts, the school will not provide 2nd copies or confirmation letters on your behalf. Receipts will be emailed to you, please ensure that the school has your email address.
9. The school will use information that we hold about you and your child (e.g. contact details, medical information) to ensure that your child can attend breakfast club.
10. Failure to adhere to these terms and conditions may result in legal action against you.

Please turn over

