



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.

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

Terms and Conditions

1. You will receive an invoice for the Breakfast Club sessions for each calendar month, this must be paid in advance of your child attending any sessions. **Payment is due by the date stated on the invoice.**
2. 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.
3. The amount of your monthly invoice will vary depending on whether school holidays fall in the calendar month.
4. 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).
5. Payment must be made via the Schoolgateway online facility, information can be found in the parent information booklet included in your welcome pack.
6. 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.
7. **Overdue payments will be subject to an administration fee of £1.00 per day for each day the invoice remains unpaid after the payment due date. This will be added to your next invoice.**
8. You must communicate in writing, with at least 7-days' notice, if you wish to withdraw your child from Breakfast Club or if you wish to change the days they attend. Any changes 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.**
9. You are required to bring your child into the club each morning and register their arrival with a member a staff. Please DO NOT just to drop them at the door.
10. You may be required to provide evidence of childcare payments to HM Revenue & Customs please ensure that you retain copies of all invoice and 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.
11. 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.
12. You must ensure that the school has up to date contact details for all parents and any details of medical or dietary needs for your child.
13. Failure to adhere to these terms and conditions may result in legal action against you.

