



LEONARD STANLEY

BREAKFAST CLUB

Bath Road, Leonard Stanley, Stonehouse, Gloucestershire, GL10 3LY

Mobile Number: 07936 304453(7.30 pm - 9.00pm)

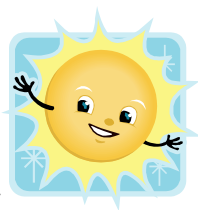
oosc@leonardstanley.gloucs.sch.uk

Dear Parents/Guardians

Thank you for your enquiry about our Breakfast Club. I hope you will find all you will need in the pack with this letter. Please return your signed Booking Form, Financial Agreement Form and Registration Form.

If you have any queries or questions regarding anything in the pack, please do not hesitate to contact me on oosc@leonardstanley.gloucs.sch.uk.

Kind regards.
Christine Evans
Out of School Club Admin



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Christine Evans Admin

Booking Form

Please write in the name of your child/children for each session you wish for them to attend.
Confirmation of your child's place will be given to you.

	7:30 – 9am £6 per child		
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Minimum booking is for 1 hour.

Please pay either by Bank Transfer or Vouchers. We do not accept cash payments.

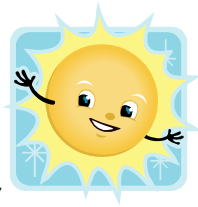
Account Name: Leonard Stanley Extended Services Account No: 03801356 Sort code: 30-98-29. Invoices will be given monthly. **Invoice to be paid in Advance and not in arrears.**

Your Booking Form can be handed into the School Office or to the Out of School Club Mrs Evans Admin. Thank you

Signature: _____ Parent/Guardian

Date: _____

Date received: _____



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Financial Agreement Form

Child/children's name:

Date:

I agree to pay all fees in advance and not in arrears.

I agree to pay promptly for session fees and will accept a £5 surcharge for late payment.

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I agree to pay for all fees when my child is booked in for a session but is absent for any reason, unless it is an organised school trip or activity as agreed with the Head Teacher.

I agree that I will give 4 week notice in writing from the date of letter/email if I wish to cancel my child's place.

I agree that if my child/children are absent for 3 weeks or more, without a valid reason the Breakfast Staff reserve the right to reallocate the place/s.

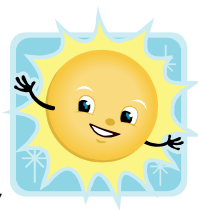
I agree that the Breakfast Staff reserve the right to reallocate places if fees have not been paid.

N.B A polite reminder to parents/guardians, please understand the Breakfast Club is not subsidised by the school and places cancelled without the agreed 4 weeks written notice, and late or non-payment of fees has a direct impact on the financial stability of the Club. Therefore, by signing this agreement we would expect that you have fully understood and comply with all terms and conditions stated.

Signature:

Parent/Guardian

Date:



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Registration Form

All children attend must be registered with the club.

Child's First Name:..... Date of Birth:.....

Child's Surname.....

Child's Home Address:.....

Parents/ Guardian Home telephone number:.....

Mobiles numbers: Mum.....

Dad.....

Any other numbers:.....

Parent/Carer name(s):.....

Name and number of person collecting your child in an emergency: _____

Child's Doctor: Name:

Surgery address:

Additional information i.e. special diets, allergies, health problems or anything else the Breakfast staff should know about your child:

I consent to my child receiving medical treatment in the event of an emergency. If my child goes on a trip, I will be asked to complete an additional consent form.

I understand that Leonard Stanley Breakfast Club cannot accept responsibility for my child's belongings or valuables whilst they are attending the Club.

Parent(s)/Guardian(s) Full Name:

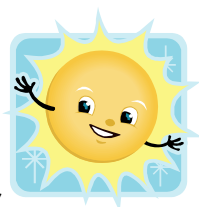
Signature:

Parent/Guardian

Record of Medicine Administered to an Individual Child

Childs Name	
Class	
Date	
Time Given	
Dose Given	
Name of staff member	
Staff signature	
Parent signature	

Childs Name	
Class	
Date	
Time Given	
Dose Given	
Name of staff member	
Staff signature	
Parent signature	



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Rules & Regulations

1. **Registration:** Only children for whom Registration Forms have been filled in may attend. One Registration Form for each child.
 2. **Opening Times:** The Club is open from 7am – 9am Monday to Friday during term-time, Breakfast will be provided between 7.30am - 8:30am.
 3. **Bookings:** Please make your booking to Christine Evans via [**oosc@leonardstanley.gloucs.sch.uk**](mailto:oosc@leonardstanley.gloucs.sch.uk) (preferred method). Bookings have to be a minimum of 1 hour.
 4. **Waiting List:** When a session is fully booked we operate a waiting list system. We cannot guarantee how long your child/ren will remain on the list before a space is available. As soon as a space becomes available you will be notified.
 5. **Payment of Fees:** Please pay either by Bank Transfer or Vouchers. We do not accept cash payments. Account Name: Leonard Stanley Extended Services Account No: 03801356 Sort code: 30-98-29. Invoices will be given monthly **Invoice to be paid in Advance and not in arrears.** Any fees outstanding more than two weeks will incur a surcharge of £5.
1. **Dropping off your child/ren:** Children need to be brought to the Main school Reception Door
 2. Please ring **07936304453** a member of staff will come and collect your child/ren from you.

Absences: Please inform the Breakfast club staff if your child/ren is going to be absent from their session – either by emailing [**oosc@leonardstanley.gloucs.sch.uk**](mailto:oosc@leonardstanley.gloucs.sch.uk) or by texting 07936 304453 **on the day of absence.**

3. **Notice:** We require 4 weeks written Notice if you do not wish for your child/ren to attend the Club any more. Please email [**oosc@leonardstanley.gloucs.sch.uk**](mailto:oosc@leonardstanley.gloucs.sch.uk).
4. **Behaviour:** If any child/ren disrupts the Club, e.g. bullying, being rude, racist or badly behaved, and does not respond to reasonable attempts of correction, we reserve the right to withdraw their space and you will be notified.
5. If you require further information in the Rules and Regulations, please ask the Breakfast staff to explain before you sign the Registration Form. We hope you and your child enjoy the facilities we offer.