**Breakfast Club Terms & Conditions**

**Fees**

Dalmain’s Breakfast School Club fees are **£15 for the week only. You cannot pay for specific days.**

* Fees must be paid in advance every Friday at least for the following week to keep the place for your child. You can pay fees for as many weeks in advance as you wish.
* Failure to comply with these terms & conditions will result in the club withdrawing its services.
* Any changes to fees will be discussed and agreed by Dalmain Primary School and parents will be informed with as much notice as possible.

**Absences**

* If your child is absent from for any reason, fees must still be paid in full for that period.

**Ad Hoc Spaces**

* We do not offer any ad hoc spaces. If you require a breakfast club space, you must apply through the School Office and we will try to accommodate at the start of the following term.
* A space is not guaranteed if requested.

**Dates & Times**

* Dalmain’s Breakfast club will run 190 days a year in line with the school term.
* Breakfast club will run from 7:45am-8:45am on these days.
* There will be no breakfast club on INSET days, bank holidays or during the school holidays.

**Change of Dates Requested**

* You are booked for breakfast school club for the whole week only. You cannot change or request certain days.

**How to Pay Fees**

* Fees can be paid by via ParentMail on any day of the week and by Friday at the latest.
* Please be advised we do not accept cash payments.

**Notice Period**

* When you plan to stop using the service, you need to give 2 weeks’ notice.
* You can discuss giving notice with the Office Manager but any final confirmation of ending your child/ren’s space, including the final date, must be put in writing.

**Arrears**

* If your fees fall into arrears and your child is attending without prior payment then you will receive a reminder notice during the first week of arrears. This will be your first warning.
* If you continue not to pay, you will be given an extra week to clear the arrears while your child attends breakfast club.
* If arrears have not cleared within this two-week period then your child’s place will be withdrawn and your child will not be eligible to attend the breakfast club. This will be your final warning. Your child’s place will be withdrawn immediately.
* Please note that if your child is withdrawn from breakfast club failing to pay during the two-week period they do not have an automatic right to re-join at any time.

|  |  |
| --- | --- |
| **Name of parent/carer** |  |
| **Name of child** |  |
| **I hereby agree to abide by Dalmain Primary School’s Breakfast School Club terms and conditions** |
| **Signature** |  |
| **Date** |  |