

Langley Park Primary Academy Breakfast Club



Dear Parent/Carer

Please find enclosed your Breakfast Club information and booking pack.

Please fill out the contact information sheet, sign the terms and conditions and return it with your booking form and payment to the school office on the Friday prior to your child starting.

If you have any questions about Langley Park Primary Academy Breakfast Club, please feel free to contact us.

Langley Park Primary Academy Breakfast Club
contactus@langleyparkprimaryacademy.org.uk

Langley Park Primary Academy Breakfast Club



The aim of Langley Park Primary Academy Breakfast Club is to provide high quality care and a healthy breakfast for children before the start of their school day.

Research into Breakfast Clubs has shown that:

- They improve attendance at school
- Children are more relaxed and ready to learn if they have eaten and had an enjoyable start to the day
- They help to improve concentration and academic performance
- They provide a healthy meal at the beginning of the day
- They provide a safe, familiar, warm environment
- They develop social skills and interaction
- They provide continuity of care

Benefits for Parents:

- Reassurance that their children are safe and in school at the correct time
- Meets the needs of the family by enabling them to return to full /part or shift work or training

Langley Park Primary Academy

Breakfast Club



Terms and Conditions

Dropping off

Children must be dropped off to the School hall in the morning by an appropriate adult. This is to ensure the safe arrival of all of the children. Once booked in, you will be able to leave your child/ren at the breakfast club from 7.30am until the start of the school day at 8.45am (term time only).

Breakfast

Children will be given a choice of foods from a breakfast menu, including: toast and various spreads; a range of healthy cereals; and a choice of drinks. We expect that all children attending breakfast club will need breakfast. If your child does not need breakfast could you please let the staff know when you drop them off.

There will be a range of activities available for the children each morning including; construction, art and craft, board games, small world activities, homework table and a reading area. There are also a range of physical activities available in the hall.

Booking and Payment

The cost will be £2.50 per session. The Langley Park Primary Academy is a non-profit making, all money generated in fees will go towards staff and running costs. Therefore once you have booked and paid for your child/rens place it will be **non-refundable**.

Each week you will need to complete a booking form stating the days that you would like your child/ren to attend that week. You will need to enclose the booking form along with the payment in a sealed envelope, clearly labelled with your child's name and class. You will be need to forward your booking/payment to the school office. Places will need to be booked and paid for on the Friday before the start of the week that you would like your child to attend. Alternatively, children will be able to send their booking and payment via the class register as per other payments made to school.

If you would like to use the breakfast club on irregular occasions, you will need to contact Langley Park Primary Academy to check for availability.

Late Payment

If payment is not made within 14 days of sessions used, parents/carers will incur a £5 administration fee which will increase by £5 on a weekly basis. If your account is still in arrears after four weeks your child will no longer be accepted at Breakfast Club.

If you are experiencing difficulty with payment please contact the school.

School Closure

If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Langley Park Primary Academy Breakfast Club



Child illness

If your child is unable to attend a session due to illness, please inform the school office as soon as possible.

Contact Information

Please make sure that the Breakfast Club staff have your most recent contact details and that you have completed the child information sheet and returned it to school prior to your child starting at the Breakfast Club.

(Please tick)

I agree to the terms and conditions of Langley Park Primary Academy

Signed..... Date.....

Print name.....

Langley Park Primary Academy Breakfast Club



Booking Form

Child's Name:..... Class:.....

Child's Name:..... Class:.....

Week Beginning:

	Monday	Tuesday	Wednesday	Thursday	Friday
Please Tick					

Please find enclosed £..... (£2.50 per day) cash/cheque

Signed:..... Date:.....

Booking Form

Child's Name:..... Class:.....

Child's Name:..... Class:.....

Week Beginning:

	Monday	Tuesday	Wednesday	Thursday	Friday
Please Tick					

Please find enclosed £..... (£2.50 per day) cash/cheque

Signed:..... Date:.....

Langley Park Primary Academy Breakfast Club



EMERGENCY CONTACT INFORMATION

Child's Details:

Full Name:..... Date of Birth:.....

Address:.....

..... Post Code:

Contact 1:

Name:..... Relationship to Child:.....

Address:.....

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Telephone Number:..... Work Number:.....

Mobile Number:.....

Contact 2:

Name:..... Relationship to Child:.....

Address:.....

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Telephone Number:..... Work Number:.....

Mobile Number:.....

Contact 3:

Name:..... Relationship to Child:.....

Address:.....

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Telephone Number:..... Work Number:.....

Mobile Number:.....

Langley Park Primary Academy Breakfast Club



Medical Information:

Name of Doctor:..... Telephone Number:.....

Surgery Address:.....

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Allergies:.....

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Do you consider your child to have a disability? If yes, please provide details below:

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Please use the space below to record any information that you feel is important with regard to your child attending Breakfast Club:

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Thank you for taking the time to complete this form. Please let us know as soon as possible if your contact details change.