



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT
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Headteacher: Ms G Keany.

WHIZZ KIDS BREAKFAST CLUB

TERMS & CONDITIONS

OPENING HOURS

The Club is open from 7.50 am to 8.50 am term-time only (excluding INSET Days and bank holidays).

REGISTRATION

You will be advised that you have been allocated a place at the Club in writing. You will be asked to complete a registration form and sign to confirm that you have read and understood the Club's policies and procedures.

PAYMENT

Payment is to be made monthly in advance by either online payment, cheque, cash, or childcare vouchers. The charge is for the whole session, regardless of what time the child arrives. Payment for ad hoc sessions must be made on arrival on the day of attendance. Receipts will be issued in all cases. Fees for the Club are reviewed annually by Governors during the Summer Term. A £25 deposit is required to secure a regular place which will be deducted from your first month's fees.

NOTICE

If you no longer require your child's place, please advise the Club Supervisor giving four calendar weeks' notice.

ARRIVAL

When you arrive to drop off your child you can contact the Club staff via the intercom from outside the main school entrance. A member of staff will meet you to the main school office area, sign your child in and take them to the Club. At the end of the session, Reception and Year 1 children will be taken to their classrooms by a member of staff. All other children will make their own way to their classroom.

STAFF

All staff have valid enhanced Disclosure & Barring Service checks and have received training in Child Safeguarding, First Aid and Fire Procedures. At least one member of staff has received Paediatric First Aid Training.

ACTIVITIES

There is a planned programme of activities available each day to ensure that children are offered a variety of stimulating and interesting choices.

REFRESHMENTS

Breakfast is provided included in the price of the session.

AD HOC SESSIONS

Subject to availability, we may be able to offer ad hoc sessions, but these will need to be booked in advance by at least the day before the place is needed.

SICKNESS

Should your child become unwell whilst at the Club we will contact you and ask that he/she is collected as soon as possible. We reserve the right to take your child to hospital in an emergency.

SCHOOL POLICIES

The following school policies apply to the operation of the Breakfast Club. Copies are available on the school website or paper copies from the main school office.

Anti-bullying
Behaviour
Child Protection
Disability Equality
E-Safety
Health & Safety
Intimate Care
Medical and First Aid
Photographic Images of Children
Speaking Out
Special Educational Needs
Use of Force & Restraint
Whistleblowing