



## **BREAKFAST CLUB FOR SERVICE FAMILIES – TERMS AND CONDITIONS**

- The booking form will be emailed to parents once every half term. Paper copies can be requested from the school office by emailing [office@brookwood.surrey.sch.uk](mailto:office@brookwood.surrey.sch.uk).
- Forms need to be returned to school by Thursday each week for bookings for the following week.
- Completed booking forms should be handed to a member of staff or clipped securely under the breakfast club sign-in sheet. **The school cannot accept responsibility for forms that do not reach the office team by the deadline each week.**
- A charge of £4 per child per day (or £3 per child for two or more children per day) will be made in the event that children arrive for breakfast club without a pre-booked place.
- Children should be signed into breakfast club each day on the sheet provided.
- Breakfast is served between 7:45am and 8:10am. Children who arrive after 8:10am will not be provided with breakfast.
- Breakfast consists of: two slices of toast with butter, jam or honey; or a bowl of cereal and one slice of toast with butter, jam or honey; one Frube yogurt; and a cup of either apple or orange juice. Water is also provided.
- As a contribution to running costs, please provide a packet of either Nestle Cheerios (600g) or Kelloggs Rice Krispies (510g) once every half term.

## **CANCELLATION POLICY**

- The school requires 24 hours' notice to cancel a booking, unless non-attendance is due to a child's illness. In the event that a booking needs to be cancelled, an email should be sent to: [office@brookwood.surrey.sch.uk](mailto:office@brookwood.surrey.sch.uk).
- If your child is unwell on the day of breakfast club, please leave a message on the school's absence line before 8:15am.
- Non-attendance at the club without cancellation will incur a charge of £4 per child per day (or £3 for two children per day).

## **NON-PAYMENT OF FEES**

- In the event that fees are incurred, children will not be permitted to attend further sessions at breakfast club until these have been paid.

The school reserves the right to make changes to these terms and conditions as necessary, and to withdraw the offer of a free place at breakfast club if these terms and conditions are not met.