



# HOWLETCH LANE PRIMARY SCHOOL

## BREAKFAST CLUB - 2024

### **ENTRY TO BREAKFAST CLUB**

Breakfast club runs from 07.45 – 08.50. Access is via the Children's Centre.

Children must be dropped off **no later than 8.30am**

All children must be accompanied by the person authorised to drop them off and to remain with the children until they are met by staff.

### **BREAKFAST AND ACTIVITIES**

The breakfast club is held in the Children's Centre. Children are served breakfast by staff and afterwards, they can take part in activities. Breakfast consists of cereal, toast, fruit and juice and activities are usually colouring, drawing etc. Food is not served after 8.30am – this enables staff to have the children ready to join their class at their specified entry time.

### **REGISTRATION AND BOOKINGS**

Parents / Carers must complete and submit a registration form before any bookings can be made and school must be informed of any changes to the form, in particular, emergency contact numbers.

Breakfast Club is very popular and places are usually booked well in advance. If you do need to change or cancel a booking, please contact the school as soon as possible. This will allow us to offer the place to another parent. Failure to do so will result in you being charged for the sessions you have booked even if your child does not attend.

### **PAYMENT**

The charge for each session is £4.00 which **must be paid in advance** through ParentPay. It is essential that your account for Breakfast Club on ParentPay **remains in credit**. If your account is in arrears, future bookings will not be confirmed until the account is back in credit. All bookings will be charged for unless cancelled 24 hours before or if your child is absent.

The school reserves the right to exclude any child whose behaviour is disruptive or prevents staff from providing a safe stimulating and happy environment to other children. This option will only be used in extreme circumstances and after extensive consultation with parents / carers and the children involved.

Please contact the school office if you require any information concerning Breakfast Club:

Tel: 0191 5862765

Email: [o.howletch200@howletchlane.co.uk](mailto:o.howletch200@howletchlane.co.uk)