

Please fill in all parts of this form in BLOCK CAPITALS

BREAKFAST CLUB APPLICATION

START DATE ___ / ___ / ___

Breakfast Club happens every day from 8:00am – 9:00am.

The cost of attending the Breakfast Club is £3 per day per child.

If you would like your child to attend please note that payment for Breakfast Club must be paid the week before and all payments will be **non-refundable**. Please be aware that if your child does not attend one of your agreed Breakfast Club days, they are still expected to pay and the money will not be able to be carried forward to the next week.

Payments can only be made on Thursday mornings to Ms Adeleye (Breakfast Club Leader) or the school office. Payment must be made at this time to ensure your child can attend Breakfast Club the following week.

If the school does not receive payment then your child will not be permitted to attend Breakfast Club.

Please give at least 2 weeks notice if you would like to take your child out of Breakfast Club.

If you would like to reserve your child / children a place at Breakfast Club please circle the number of days you would like them to attend.

Monday Tuesday Wednesday Thursday Friday

Pupil's Name: _____ Class: _____

Parent's Full Name: _____ Signed: _____

Please complete and return to the school office, including the signed **Home / School Agreement** on the next page.

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Melcombe Primary School Breakfast Club

Home / School Agreement

You must sign below in order for your child to be accepted on to Breakfast Club.

1. I understand that any behaviour during Breakfast Club that is against school policy could result in my child losing their place.
2. I understand that payment must be made a week in advance and that all monies are non-refundable.
3. I understand that if I am late in bringing my child to begin Breakfast Club at 8:00am on 3 occasions this will result in them losing their place.
4. I understand that once my child has been brought in by the Breakfast Club Leaders I will not enter the building.
5. I understand that my child's space has to be paid for in order to secure my child's place in Breakfast Club. Even if they do not attend for a period of time I will still need to pay for the place.

Child's Name: _____

Parent's Full Name

(Printed): _____

Signature: _____

Date: _____

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Contact Details Form

Full Name of Child:

Class:

Parent's Name:

Contact No:

Email address:

Please enter any other relevant information below:

Please fill in all parts of this form in **BLOCK CAPITALS**

Melcombe Primary School Breakfast Club

Parent's agreement

- Breakfast **will not be served** after 08:30
- Due to health and safety, parents must sign the Breakfast Club register **daily** upon arrival.
 - Inform the breakfast club of any lateness or absence.
- Inform the breakfast club of any allergies, religious, medical or dietary needs
- Inform the breakfast club, of any children who have eaten prior to their arrival, in writing on the morning of the breakfast club session.

Childs Name: _____

Childs Class: _____

Parent's Name: _____

Signed: _____



Melcombe Primary School

Fulham Palace Road, London W6 9ER

Tel: 020 8748 7411

Web: www.melcombepimary.com

Head Teacher: Mr Wayne Leeming

Please keep for your information only

BREAKFAST CLUB: LATE NOTICE OR NON-REGULAR BOOKING

Dear Parents/Carers,

Melcombe Primary School's Breakfast Club is now able to offer late notice bookings. If you need a day or a set of days, not pre-booked for the term/year, you are able to reserve those days, as long as you make the request at least a day before. The charge for a **Late Notice Booking or a Non-Regular Booking** at Breakfast Club is **£5 per day per child**.

Contacts for Early Years, Key Stage 1 and 2 Breakfast Club:

- Ms Adeleye – available in the playground when collecting Breakfast Club children from 8:00am.
- School Office – Breakfast Club application forms available and any queries can be addressed here.

Please confirm booking dates or make queries to the following email:

Breakfastclub@melcombepimary.com