



Banstead Infant and Junior School's Breakfast Club



Breakfast Club

Dear Parent/Guardian

Please can you complete a registration form in **block capitals please**, sign the terms and conditions of use and walking bus scheme (if applicable) and complete the information requested below. Informing us of your choice of days that you wish to use the Breakfast Club and to agree an advanced payment period - monthly, termly or yearly.

Our Current charges per session are £6.20 for the first child then £5.50 per Sibling.

Therefore, please can you place a tick next to each of the days of the week that you are intending on using the service.

Child's Name:

Monday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	Friday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		

What advanced payment period would you like to be invoiced?

I would like to be invoiced:

Monthly	<input type="checkbox"/>	Termly	<input type="checkbox"/>
Yearly	<input type="checkbox"/>		

How will you make payments?

I will be paying by:

Bank transfer	<input type="checkbox"/>	Voucher Scheme	<input type="checkbox"/>
Both	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other please specify:

Our bank details are as follows:

Lloyds Bank
Account Name: Banstead County Junior School Fund – No 2
Sort Code: 30-90-44
Account Number: 00696467

If the situation changes, please let us know as soon as possible.

Email address for invoices:

Your name:

Your Signature:

Kind regards

Banstead Infant and Junior and School's Breakfast Club.

“Developing pupils to become lifelong learners”





Banstead Infant and Junior School's Breakfast Club



Registration Form

Child's Full Name:	School:	Class:
Home Address:	Gender: M / F	
Date of Birth:	Age:	
Parent's Name:		

Please give telephone numbers of responsible adults whom we could contact in an emergency between 7.45am and 9am

1 st Contact Title:	Name:		
Home:	Mobile:	Work:	
2 nd Contact Title:	Name:		
Home:	Mobile:	Work:	

Does your child have any dietary requirements/ allergies? (please specify)

Does your child have any medical conditions/ allergies? (please specify)

Name of Doctor:
Address of surgery:
Tel:

Signed: Date:
Parent/Guardian



Banstead Infant and Junior School's Breakfast Club



Terms and Conditions

1. All fees must be paid **in advance**. Cheques should be made payable to Banstead Community Junior School. **(Your child may be refused entry if balance is not in credit)**
2. A completed registration form must be submitted before a child can be accepted into the club.
3. Bookings must be received in advance.
4. Cancellations must be made within 48 hours of the date of the booking on 07513 453835. If a booking is not cancelled within this period then the fee is non-refundable.
5. The club will be held at BCJS in the Art Room, The Horseshoe, Banstead.
6. A walking bus will drop the Infant School children to school in time for the start of the school day (see the attached Walking Bus Terms and Conditions).
7. Parents must ensure that the Breakfast Club is notified in writing of any changes to the registration form as soon as they occur (in particular emergency contact details).
8. If your child is ill and unable to attend the Breakfast Club, you must notify the Breakfast Club Supervisor as soon as possible.
9. Banstead Breakfast Club reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for the other children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/guardians and the children concerned.
10. To ensure that all children have adequate time to eat breakfast before going to class, we request that they arrive at the club before 8.20 am. Food will not be served after this time.
11. If you child has any special needs, please come and talk to us.

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Declaration

I have read the terms and conditions of the Banstead Breakfast Club and agree to follow its policies and procedures.

Childs Name:

Parent/Guardian signature: Date:



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Walking Bus Scheme

Terms and Conditions

Infant school children attending the Banstead Breakfast Club located at Banstead Junior School in The Horseshoe, will be escorted to Banstead Infant School in time for the start of the school day via our walking bus.

The bus will leave the Junior School via the side gate adjacent to the Infant School. The bus will then enter the Infant School building and be escorted to their cloakrooms.

Banstead Junior School children will be escorted to the rear playground where BCJS staff will be on duty

The walking bus will not be required to cross any roads on its journey to the school.

It is expected that all children on the walking bus will behave sensibly and courteously at all times, and that parents stress the importance of good behaviour on the journey to school.

- Infant school children will be provided with high visibility reflective jackets.
- The route will be carefully and regularly checked for safety by the breakfast club staff.
- A ratio of at least one member of staff to eight children will be maintained, with a minimum of two adults on each journey, one at the front and one at the back of the bus.
- Children will walk in pairs and are expected to carry their own bags.
- All staff are DBS checked.
- The walking bus is covered by public liability insurance.

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I give my permission for my child to join the Banstead Breakfast Club walking bus and have read and agreed to these terms and conditions.

Signed: Date:

parent/guardian