

# BARTS Breakfast



## Contact and Medical Form

Child's Full Name:
Address:
Date of Birth:

Please give telephone numbers of responsible adults whom we could contact in an emergency between 8am and 9am

1 <sup>st</sup> Contact Name:	2 <sup>nd</sup> Contact Name:
Mobile:	Mobile:
Home:	Home:
Work:	Work:

Is your child Asthmatic?	YES / NO
Is their medication held by the school?	YES / NO
Does your child have an EPIPEN in school?	YES / NO

Does your child have any dietary needs or allergies? YES / NO (If YES please specify)

Name of Doctor:
Address:
Telephone No:

I consent to any necessary emergency medical treatment whilst my child is attending the Breakfast Club and authorise the staff to sign any form of consent required by medical staff if a delay in obtaining my signature could endanger my child's health or safety.

In signing this form I accept the terms and conditions (overleaf) for my child attending BARTS Breakfast.

Signed .....  
Parent/Guardian

Date.....

# Terms And Conditions

**BARTS**  
**Breakfast**



*Enjoy a active and healthy start to the day!*

## 1. Bookings

Bookings are accepted on a first-come, first-served basis and must be accompanied by full payment of the appropriate fee. Registration on the day may be accepted depending on the availability of places, but we cannot guarantee a place. \*Please note there may be a surcharge applied to 'on the day bookings'

## 2. Payment

BARTS Breakfast accepts the following forms of payment: Cash, Cheque or Childcare Vouchers only.

## 3. Cancellation of activities by BARTS Breakfast

Should it be necessary for BARTS Breakfast to cancel a session, you will be offered a full refund.

## 4. Cancellation and refund policy

BARTS Breakfast does not issue cash refunds for places not taken up. A credit note may be issued in the event of injury or illness provided we have been informed at least 12 hours prior to the session. This is at the discretion of the Headteacher.

## 5. Returned payments

Payments returned by the bank are subject to bank charges. Any bank charges incurred by BARTS Breakfast as a result of returned payments must be paid in full by the customer.

## 6. Arrival

Parents/guardians should ensure children arrive with an adult no earlier than 7.45am. We are unable to take responsibility for children until they are handed over to BARTS Breakfast.

## 7. Departure

No child will be able to leave the premises without a parent/guardian unless written notification is received before the start of BARTS Breakfast.

## 8. Behavioural standards and exclusion

St Bartholomew's C of E Primary School expects all children to behave at all times in a manner that is acceptable to both fellow children and BARTS Breakfast staff. BARTS Breakfast reserves the right to exclude a child from sessions where he/she fails to maintain the required standard of behaviour. Such failure shall include, but not be limited to, racial, sexual, verbal or physical bullying of a fellow child or member of staff.

## 9. Medical information

### - EpiPen guidelines

BARTS Breakfast staff are not qualified to administer EpiPens. However, they are permitted to do so if we receive written permission from the parent/guardian. The parent/guardian must state in the letter that permission is given to administer the EpiPen but that they fully understand that staff may not be qualified to do so and that they (the parent/guardian) accept full responsibility.

### - Medical conditions and allergies

The parent/guardian must state on the contact form any medical condition or allergies their child has, or any relevant background information that BARTS Breakfast staff need to be aware of while their child is attending BARTS Breakfast.

### - Medication

The parent/guardian must give written consent for the administration by staff of BARTS Breakfast of prescribed medication. BARTS Breakfast staff will not apply sun cream to children but will regularly remind children to apply sun cream as necessary.

## 10. Child protection

BARTS Breakfast staff have a duty to act if they suspect a child in their care may be suffering from abuse or if a child makes a disclosure about abuse. In such an event, the member of staff will follow the Child Protection Policy as detailed in our policies and procedures. At all times BARTS Breakfast staff will act in loco parentis whilst children are in their care.

## 11. Lost property

BARTS Breakfast cannot accept liability for lost, stolen or damaged items. Please ensure clothing and other belongings are clearly labelled with the child's name to help us return unclaimed items.

## 12. Photography

From time to time we take photographs at our sessions that may be used for marketing and promotional purposes. If you would rather your child was not included in any photographs, we must be informed either at the time of booking or in writing before the start of the session.

## 13. Liability

Whilst all reasonable care will be taken, neither BARTS Breakfast nor the facility at which the club is being held, nor any personnel associated with either organisation, will be held responsible or liable for any sickness, personal injury or death of any participants unless directly caused by the proven negligence of the school or its staff.

## 14. Insurance

All BARTS Breakfast participants are covered by Public Liability Insurance.

Please return this completed form to **BARTS Breakfast**, C/O  
St Bartholomew's School, Derby Road, Haslemere, Surrey, GU27 1BP.