

## **Moor Green Primary Academy Breakfast Club Terms & Conditions**

- The relevant form must be completed before breakfast club access is given via Parent Pay, which must include any allergies or dietary requirements that your child may have.
- Sessions must be booked and paid for at least 48 hours in advance via your Parent Pay account.
- Any cancellations must be made at least 48 hours in advance **via your Parent Pay account**. Sessions cancelled after this time will still be charged for.
- Drop off will be between 7:30am and 8:45am.
- Children should be dropped off at the infant hall, accessed through the school car park.
- Children must be accompanied to the door at drop off by a parent or carer and signed in by breakfast club staff.
- Staff, visitors and children must be treated with respect at all times.
- Please discuss with either the club staff or school should you have any concerns, queries or comments about the welfare of your child within the club.
- The Moor Green Academy Breakfast Club will follow the whole school complaints policy.
- A full copy of our complaints procedure and policy can be accessed via our website.