

Ballyholme Primary School
Breakfast Club Fees and Admissions Policy

Initial Admission (pupils who will be in P2-P7 in Sept)

- Parents must complete and return the Breakfast Club Registration form
- Upon receipt your child will be added to the Breakfast Club Section within School Money
- Bookings and payment for September and October will open in June

Initial Admission (pupils in P1 in September only)

- Parents must complete and return the Breakfast Club Registration form
- Upon receipt a booking form will be issued to allow places to be booked for September
- All bookings must be made and paid for in advance
- Priority will be given to forms received in June in the following order
 1. A child requiring 5 sessions per week
 2. Order of receipt of booking form
- Other bookings may be made during September if there are available places but must be made by 12 noon on the preceding Friday.
- From October bookings for P1 children should be made using the Online School Money System – these will open at the start of September.

Fees

- Fees are set according to the setting's costs
- We expect parents/carers to book and pay for sessions in advance
- Children, for whom a booking has not been made, will not be accepted
- Each pre-booked Breakfast Club session will cost £3.30. We reserve the right to review this at the beginning of each academic year
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Breakfast Club until the beginning of the next term

Late Payment

- The financial viability of the Breakfast Club depends on the prompt payment of sessions
- If this payment plan is not adhered to then the Breakfast Club will have to refuse your child entry to future sessions

Form Completion

- Parents/carers will be asked to complete all the necessary forms and consents when registering their child/children with the setting
- Parents/carers must not knowingly book their child into a session they will not then attend
- Sessions should be booked in advance using our online school money system (apart from P1 September)
- Bookings will open at least one month prior to the commencement of each half -term
- Bookings can be made for each half-term in advance but must be made by 12 noon on the preceding Friday
- This will ensure that appropriate staffing levels can be managed and that the Breakfast Club remains financially viable