



# HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

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## Lunch Club Contract

1. Lunch club times will be 12pm to 1pm.
2. Children must be collected on time.
3. If parents are continually late, without notifying staff, they will be given 2 warnings. If the problem persists then their child may no longer be allowed to attend lunch club. This is due to the pre-school adhering to OFSTED guidelines as we are only registered for a maximum of 4 hours.
4. The cost of lunch club is non refundable. All booked sessions must be paid for even if the child cannot attend. Please refer to the Charging Policy for further information.
5. Bills for lunch club will be calculated on the basis that your child will attend a set pattern, this pattern will be calculated yearly and will be issued at the start of the year.
6. Your Lunch club booking form will be checked every term and if your pattern increases or decreases your monthly bills will be amended accordingly.
7. Booking forms will be given out termly and must be returned by the last day of term.
8. Bookings will be on a first come first serve basis, due to a limit on numbers.
9. Bookings can be made on an ad hoc basis provided a booking form has been completed in advance and that spaces are available.
10. If dairy products or perishables are included in the lunches, they can be stored in the fridge, which is located in the kitchen or alternatively an ice pack can be placed in the lunch. Please ensure all lunch boxes and related items are clearly labelled with your child's name.
11. As our policy is to encourage healthy eating habits, we would ask that parents do not include sweets in lunch boxes. Drinks should be provided by parents, but could you please ensure that you do not send cans or fizzy drinks.
12. On signing this agreement parents are agreeing to the above guidelines, and failure to adhere to them may result in their child no longer being able to attend lunch club.
13. Four weeks written notice will be required for your child to withdraw from lunch club.

I agree to the above rules and wish my child \_\_\_\_\_ to attend lunch club, until I give notice as set out above.

Signed: \_\_\_\_\_ (parent/guardian)

Date: \_\_\_\_\_