



# SunRise



## **BROOKLAND JUNIOR SUNRISE CLUB**

‘Fun and learning before school’

Sessions 7.45am – 8.45am term time only  
Year 3 to Year 6

*Sunrise club Assistants are -  
Mrs Pauline Coombs  
Mrs Karen Phillips  
Mrs Denise Page*

We provide a caring family atmosphere for children (and parents) who require quality child care before the start of the school day.



A healthy breakfast will be provided which includes:

Cereal, toast/bagel/pancakes/hot crossed buns/waffles/crumpets/croissants with a choice of spreads. Milk or squash are available as a drink.

Breakfast is served until 8.30am. Children are walked to their class at 8:45am.

### **Payment**

All sessions must be paid for in advance via Arbor or directly into the school bank account. A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved. Failure to make prompt payment may result in your child's name being withdrawn from the register.

|           |    |
|-----------|----|
| Daily fee | £4 |
|-----------|----|

All staff are skilled and trained and have been checked for their suitability to work with children. Staff plan the activities for children to have fun and learn whilst playing. Activities include games, puzzles,

construction toys, Nintendo switches and tablets. Weather permitting, children can go outside to enjoy ball games, scooters and the gym equipment.

A trained first aider is always available at the club.

The club expects and will encourage children to behave responsibly, to respect and be kind to both staff and each other. The club follows Brookland Junior School's behaviour policy.

Children will be signed in, and will be taken to class at 8.40am by a member of staff.

The Sunrise club is proud to be an integral part of a Rights Respecting School where children can relax and play in a safe welcoming environment allowing parents to move on with their day.

## **Contact Us**

To contact the Sunrise Club, please email on: [breakfastandafterschool@brooklandjm.herts.sch.uk](mailto:breakfastandafterschool@brooklandjm.herts.sch.uk) or call 07487329924 between the hours of 4pm-6pm.

Alternatively, you can contact the school office on 01992 624487 between 8.30am -4.30pm.

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## **Brookland Junior School Sunrise Club**

### **Application Form**

**Email:** [breakfastandafterschool@brooklandjm.herts.sch.uk](mailto:breakfastandafterschool@brooklandjm.herts.sch.uk)

**Contact Number:** 07487329924

I/We request that our child attend the Brookland Junior Sunrise Club.

Days I/We wish my/our child to attend each week are (please tick):

Monday

Tuesday

Wednesday

Thursday

Friday

Preferred day and date of commencement: .....

Child's full name: .....

Child's date of birth: .....

Child's class: .....

Parent(s)/Carers full name: .....

Home Address: .....

.....

Contact number: .....

E-mail address: .....

Emergency name and phone number: .....

Name and number of anyone else who can/may collect your child:

.....

.....

.....

**Medical Information**

Your child's doctors name: Dr.....

Doctors contact number: .....

Does your child have any medical conditions? Yes / No

If yes, please give details below, including details of any medication taken:

.....  
.....

Does your child have any special dietary needs? Yes / No

If yes, please give details below:

.....  
.....

I consent to any emergency medical treatment necessary during the running of the club and authorise the staff to sign any form of consent required by medical staff, if a delay in getting my signature could endanger the child's health or safety: Yes / No

I agree to abide by the terms and conditions of this club, which I have read and signed.

Child's name: .....

Parent/Carer signed: .....

Parent/Carer print name: .....

Date: .....



## **Brookland Junior Sunrise Club - Terms and Conditions.**

### **Admissions:**

It is a requirement that all members of Brookland Junior Sunrise Club must have a fully completed application form before they begin sessions. Any changes to information held on the application form must be notified email to [breakfastandafterschool@brooklandjm.herts.sch.uk](mailto:breakfastandafterschool@brooklandjm.herts.sch.uk)

When places are limited; children will be admitted according to the following:

- Children who will attend five days per week
- Siblings attending Brookland Junior School
- In order of receipt of a completed registration form

If you no longer require a place you **must** be communicated this to [breakfastandafterschool@brooklandjm.herts.sch.uk](mailto:breakfastandafterschool@brooklandjm.herts.sch.uk)

### **Payment terms:**

Sessions will operate in school term times only from 7.45am – 8.45am

Parents must commit to arranged times and days. On your application you will book the days you require your child to attend Sunrise Club and we regret that all absences must be paid for. Parents will be invoiced for the next half term, via Arbor based on the information given on the booking sheet.

1. All sessions must be paid for in advance. A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved.
2. Failure to make prompt payment may result in your child's name being withdrawn from the register.
3. All additional sessions requested by parents/carers are subject to availability and need to be booked in advance.

The published daily rate will be applied to provide best value for parents, to allow for all costs to be met including staff costs, premises costs, provision of resources and activities and provision of food for the children. The club will be non-profit making but charges will have to be sufficient so that all costs are covered. The club will not be allowed to be run on a deficit budget.

### **Responsibilities:**

Children will be registered to Sunrise Club as they arrive, this is in case of emergency so that the club is aware of all children who are on site between the 7.45am and 8.45am, and who are members of the Brookland Junior Sunrise Club. Prior to 7.45am, children are the responsibility of their parent/carer and there will be no admittance to Sunrise club before this time.

### **Safety and Behaviour:**

To enable all children to have fun safely, there is a behaviour expectation. The club expects, and will encourage children to behave responsibly and to show respect and be kind to both staff and each other. Children are expected to respond to requests from staff. Refusal to follow instruction and/or persistent anti-social behaviour could disrupt the club for other children. Consequently, the club reserves the right to terminate membership. The club follows the behaviour policy set out by Brookland Junior School.

### **Sickness absence:**

A child's absence will not result in a refund/credit unless long term illness or hospitalisation can be proved.

We regret that all absences must be paid for. Parents will be invoiced for the next half term based on the information given on the booking sheet. Invoices are generated by Arbor.

Absences due to family holiday taken in term will also have to be paid for.

I agree to the terms and conditions as outlined above. Please sign and return one copy to Sunrise Club the other is for your records

Child's name: \_\_\_\_\_ (print name)

Parent/Carer : \_\_\_\_\_ (signature) Parent/Carer : \_\_\_\_\_ (print name)

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