



Arnside National Primary School

BREAKFAST CLUB POLICY

Our Core Aims

- To provide an affordable, early drop off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

Introduction

The Arnside Primary Breakfast Club is run by Arnside National Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children have the opportunity to have a choice of food and drink for a healthy start to the day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in activities with each other, developing social and interactive skills. The club operates from 8.00am – 8.50am daily term time only, (excluding INSET days), and current costs for each session can be obtained from the School Office.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign the parental agreement to adhere to the terms of this policy.

Admissions

- Only children attending Arnside National Primary School from Nursery to Year 6 are eligible to attend club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website www.arnside.cumbria.sch.uk
- Parents requiring ad hoc places at breakfast club are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.



Booking places

- Places for breakfast club are to be booked via the school office.
- Priority for places will be given to full-time or part-time places that cover every week of the term.
- Subject to space, ad hoc places can be booked up to the day before a space is required.
- Bookings cannot be taken on the day.
- Four weeks' notice must be given to reduce the number of sessions your child attends if they have a regular place.
- Four weeks' notice must be given to resign your child's place.
- All full-time and part-time places need to be re-booked for the new academic year by the end of the previous academic year.

Pricing Policy

- The breakfast club is a nonprofit making club and the fees charged cover the cost of staffing, food and equipment and day to day running costs.
- Cost is £4 per session; for 2nd sibling it will be a reduced cost of £3.20 per session. Both children must attend the same sessions to receive the discount. Plus, once older siblings leave the school the 2nd sibling will then be charged at £4 per session.
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- All fees are to be paid at least a week in advance, and payment is due for all booked sessions even if your child is unable to attend their booked session. Refunds are not given in cases of absence, unless the absence is reported by 3:15pm (at the latest) on the day prior to the date booked.
- Fees must be paid by cheque or cash to the school office.
- If fees have not been received by FRIDAY of the previous week, places from Monday in the following week will not be available and may result in the loss of the childcare place as this place will be offered to a child on the waiting list.
- A receipt will be provided for payments made detailing the sessions that the payments have been made for.
- Parents should keep their receipts as proof of payment.

Staffing

The Breakfast Club Leader will have a 'full and relevant' Level 3 qualification enabling us to take all ages including reception aged children and under. They will also hold a paediatric first aid and food hygiene certificate. The club will be staffed at the ratio of 1 adult for every 15 children. At all times the breakfast club leader will be present and in addition the Head Teacher and other staff members are in the building from 8.00am onwards.



Arrival and Departure at Breakfast Club

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the main school office entrance.
- All children will be taken directly to their classroom at 8.50am.
- Parents must call the school office if their child is going to be absent from the club using the usual absence reporting procedures but making it clear that it is absence from breakfast club.

Daily Routine Morning session

- 8.00am onwards parents/carers bring their children to Breakfast Club situated in the school hall where a range of activities are set out.
- 8.10am children wishing to have breakfast wash their hands ready to prepare their freshly made breakfast. Children must be in the breakfast club by 8.15am to receive breakfast. Any child arriving later than this will be unable to have breakfast.
- In the remaining time children will be engaged in a range of activities which will be based on play and relaxation.
- 8.40am tidy up time encouraging the children to take responsibility for the environment.
- 8.50am children collect their coats and bags. Children taken directly to their classrooms.

Breakfast

Children will be offered a breakfast in line with the School Food Regulations January 2015 which will include:

- Fruit juice
- Cereal
- Wholemeal toast with jam/honey/marmite
- Yoghurt
- Fresh fruit

Staff will ensure all children eat an adequate breakfast that will enable them to be successful in their learning throughout the morning until lunchtime.

Breakfast will be served to children at 8.15am and any child wishing to have breakfast must have arrived by this time.

Behaviour

Whilst attending Breakfast Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.



- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carers via a telephone call and a note home in the learning diary on the same day.
- Accident records will give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately.

Medical conditions

- It is the parents responsibility to inform the breakfast club staff of any medical conditions/allergies that could affect the child during the club
- Any prescribed medication needed should be provided to the breakfast club staff in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the breakfast club staff of any changes to medical information.



- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with breakfast club staff.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

Complaints

The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and governors.

Review Date	Signature	Position
<i>September 2017</i>		Head Teacher





Arnside National Primary School Breakfast club – parental agreement

Iparent/carer of have read and accept the Arnside National Primary School breakfast club policy and agree to abide by the terms therein.

I accept that all sessions need to be booked at least a week in advance and that all payment must be paid at the latest by Friday in the week before I require breakfast club sessions.

I accept that I need to sign my child in at each session and ensure they arrive by 8.15am in order to receive breakfast.

I accept that should my child's behaviour be unacceptable during the club, there is a possibility he/she may be excluded from the club (following a period of partnership working with the school).
The sessions in this contract are 8.00am – 8.50am.

Parent Signature

Print name

Date

Signedon behalf of Arnside Primary School

Print Name

Date



Arnside National Primary School Breakfast Club – pupil registration

Pupil personal information

FIRST NAME:		SURNAME:	
HOME ADDRESS:			

Parent contact information

Emergency contact 1

TITLE		FORENAME		SURNAME	
RELATIONSHIP TO CHILD					
PHONE: Club time					

Emergency contact 2

TITLE		FORENAME		SURNAME	
RELATIONSHIP TO CHILD					
PHONE: Club time					

Pupil medical information

DOCTORS PRACTICE:	
MEDICAL CONDITIONS:	

Is there a current Healthcare Plan in school for your child? (Please circle)

YES

NO



Dietary information

Allergies?	Please detail:
Dietary requirements:	Please detail:

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

Session requirements

	Mon	Tues	Weds	Thurs	Fri
FULL TIME PLACE					
PART TIME PLACE					
AD HOC PLACE					

Starting date required:	
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For office use only

	Please sign and date
Registration form fully completed?	
Policy provided to parent?	
Parental agreement signed and returned?	
Starting date confirmed?	Date?
Ongoing sessions confirmed:	
Any other comments?	



