

Moorside Primary Academy

Breakfast Club Policy

Academy: Moorside Primary Academy

Policy owner: Mandy Taylor

Date: 13th July 2020

Review date: 13th July 2021

MOORSIDE PRIMARY ACADEMY

BREAKFAST CLUB POLICY

Aims:

- To support working parents by providing early morning childcare from **7.45am to 9.00am**
- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

Procedures

1. The breakfast club will be run by Moorside Primary Academy.
2. The Club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, watching educational programmes, playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
8. The Club will operate for children attending **Moorside Primary Academy** only. Membership of the Club is available to children when they start in Reception. The Breakfast Club runs Mondays to Fridays during term time only.
9. The charge of £3 covers the cost of care and a breakfast. Breakfast consists of a choice of cereals, toast, hot or cold drinks and fresh fruit. Breakfast will finish being served at **8.30am**. Parents will be given one month's notice of any increase in fees. All fees must be paid on the day, or must be paid in advance. The school reserves the right to exclude a child if fees are not paid. Children can attend Breakfast Club every day or as many days as required. Please let the school know if your circumstances change or you no longer require your Breakfast Club place. Your place can then be offered to another child.
10. At the start of the school day KS1 and KS2 children will be released from Breakfast Club to go straight to their classrooms. Reception children will be taken to their classroom.

11. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.
12. Parents are asked to keep the school informed of any change of emergency contacts via the school office.
13. Parents of KS1 and KS2 children are required to hand their children over to the breakfast club assistants.
14. When dropping children at breakfast club all parents/carers must go directly to the breakfast club staff in attendance at the hall doors and register them before handing them over into the care of the breakfast club.
15. In line with our Safeguarding Policy, no parent/carer or child may enter the main part of the school.
16. In the event of a parent wishing to make a complaint, or raise a concern, this should be made in the first instance to a member of staff organising the club.
17. In the event of an accident during the breakfast club session, accidents will be recorded on the School Accident Form. We will inform parents or carers about the accident by placing a copy of the Accident Form into the child's school bag. However, if the child has sustained a head injury, we will contact parents/carers to inform them of the incident.
18. If the accident is an emergency, we will use all of the contact telephone numbers provided on the Admission Form to contact the parent or carer. If the child needs emergency treatment, an ambulance will be called and we will administer first aid prior to medical assistance arriving.
19. If a child is ill whilst at Breakfast Club, we will use all of the contact numbers provided on the Admission Form to contact the parent or carer to arrange for the child to be collected from School.
We will inform the class teacher that the child has been collected from Breakfast Club and let them know the reason why the child will not be attending School that day.
20. As childcare professionals, we have a duty to safeguard all children within our care and our School Policies and Procedures document outlines this in detail. For best practice, for those children attending Breakfast Club and Moorside Primary Academy, we will share any professional information needed in order to fully safeguard the children within our care.
21. Should the behaviour of any child affect the well-being of other children, or create any health and safety issues, we reserve the right to withdraw the Breakfast Club place in these circumstances.
22. The school reserve the right to refuse entry for any child if arrears amount to £20 or more.

I have read and agree to the terms as detailed in this policy.

I understand that the cost of Breakfast Club is £3 per day, payable in advance via the ParentPay website.

I would like my child to attend:

Please circle all that apply:

Monday / Tuesday / Wednesday / Thursday / Friday

Or My days required may change each week

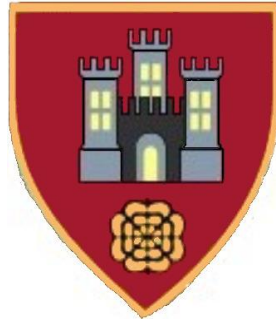
Child's Name: _____

Class: _____

Signed: (Parent/Carer)

Date:.....

Thank you for completing. Please return completed form to school as soon as possible.



COVID-19 Breakfast Club arrangements

Addendum September 2020

In addition to the rules and regulations laid out in the Breakfast Club policy, the following arrangements will also apply from the 1st September 2020 as part of our Covid-19 response:

- You will enter the premises through the pedestrian gate and then go through the Key Stage 1 playground to the Hall doors.
- All children **MUST** arrive between 7:45am and 8:00am. After 8am, the doors and gates into school will be closed for safeguarding purposes.
- Only one adult may accompany your child(ren).
- Please maintain social distancing while waiting for your child to be registered into Breakfast Club by a member of staff.
- Parents/Carers are not allowed in the building.
- Parents/Carers **must** handover their child(ren) to a staff member who will then sign them in. If a child is reluctant to enter school, staff will encourage them to enter whilst maintaining their social distance.
- Children and adults who are accompanying them must not come to school if they have any symptoms of Covid-19 or are feeling unwell and must self-isolate until they are able to be tested.
- Parents and carers must inform school if they (or anyone else in their household) have any symptoms of Covid-19 or are tested positive. Tests are available for children and members of their family.
- If a child becomes unwell in Breakfast Club, they will be isolated, and you will be informed immediately. Please ensure that your contact details are up to date and you can be contacted.
- No cars will be allowed to drive on to the school site.
- After dropping your child(ren) off, you will then leave the playground taking care to maintain social distancing and exit through the pedestrian gate.