

Welcome to  
Mountford Manor  
Breakfast/Childcare Club



For all pupils of the school  
Opening times - 8:00am - 8.45am  
Term Time Only

Mountford Manor Primary & Nursery  
School  
Bothwell Road  
Walcot  
Swindon SN3 3EZ

01793 536494

# Welcome Pack

Hello and welcome to the Mountford Manor Primary School Breakfast/Childcare Club

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but if not please feel free to ask a member of staff who will be more than happy to help you.

## Why run a Breakfast/Childcare Club

- Breakfast can be the most important meal of the day. Many children often miss their breakfast and resort to snacking on unhealthy food on the way to school or miss it out completely.
- Breakfast clubs can provide a combination of a healthy breakfast, early morning childcare and an opportunity for your child to engage in social activities.
- Breakfast is an ideal opportunity to encourage healthy eating in the context of a healthy balanced meal.
- Studies show that eating breakfast improves children's problem solving abilities, memory and concentration and help them start the school day on time, calm and ready for learning.

We cater for all pupils within our school. Sixteen places are available and this number can be extended upon demand.

Once the children have arrived at the club they will be given a choice of healthy cereals as well as toast and drinks and then they will be able to participate in a wide and varied range of activities chosen to meet the needs of the individuals.

If you would like to book a place at our Breakfast Club please complete the registration form at the back of the pack along with the signed Breakfast Club Agreement.

If you have any queries you can contact the school on 01793 536494, we are happy to help with any queries and we want your child to enjoy their time at Mountford Manor Primary School Breakfast Club.

We are committed to Equal Opportunities and all children are invited to attend the Breakfast Club

## Staffing

A Play Leader and Assistant Play Leader will staff the Breakfast Club. They are both qualified and meet the criteria to work with children and regularly attend training sessions to update their skills.

## Children's Personal Records

Included in this pack are all the consent and information forms that we need you to complete. We are asking for a lot of information but providing this information will help us to give the best care for your child.

We are required by the Children's Act (1989) Regulation to keep and maintain this information about your child. The information is mainly concerned with their well being. All information given is CONFIDENTIAL and used on a need to know basis. Records are kept locked away and you are free to see them at any given time.

## Fees

£1 per day per child and 25p for siblings – payable in advance

### **IMPORTANT**

**PLEASE NOTE:** Full fees are payable even if your child is absent e.g. due to illness during term time

**Fees may be paid weekly, monthly or termly in advance. All cheques should be made payable to The White Horse Federation and should be placed in a clearly marked envelope.**

## Working Family Tax Credit

You may qualify for Working Family Tax Credit – YOU MAY BE ELIGIBLE FOR UP TO 70% OF YOUR CHILDCARE FEES BEING PAID BY THE CREDIT!

If you are not sure if you are eligible for Working Family Tax Credit please phone the helpline – 0845 300 3900

## The benefits of a breakfast club

- \* Each Child will receive a healthy balanced breakfast
- \* Children will have access to a safe and fun play environment
- \* Each child has the opportunity to have their say in what affects them
- \* A high level of care is available enabling them to gain confidence and learn new skills

## Activities

With all our activities we will pay close attention to the children's safety and security at all time.

## Child Protection

All carers of children have a responsibility to promote the welfare of the children in their care in line with DCSF guidelines. A Child Protection Policy is in place within the school and all staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Head Teacher or other senior members of staff. It is the duty of the Head Teacher to make a referral to the Social Services if necessary.

## Complaints

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our service please speak to a member of staff and we will resolve it as soon as possible. Should this not be the case we do have a complaints procedure in school, a copy of which can be made available to you.

## Policies

Our policies are available at the school office and can be made available on request. These include:

- Equal Opportunities
- Child Protection
- Health and Safety
- Confidentiality
- Complaints

## Mountford Manor Primary School Breakfast Club Registration Form

Please complete ALL PARTS of the form, sign and date where indicated and return to office.

	Name	DOB	Age	Class Teacher
1st Child				
2 <sup>nd</sup> Child				
Address		Home Telephone Number		
		Religious/Cultural Beliefs		
Postcode	Any Special dietary requirements or food allergies			
Name of parent/carer 1		Relationship to child		
Mobile phone number		Work name and phone number		
Name of parent/carer 2		Relationship to child		
Mobile phone number		Work name and phone number		

Doctor's Name	Doctor's phone number
Doctor's address	Has your child had all their childhood immunisations?
	Please give date of last tetanus immunisation
Medical History ( <i>including any childhood illnesses which may affect daily care e.g. asthma, allergies, any other medical conditions</i> )	
Please provide any other additional comments that you would like us to know about your child	

<p>I also consent to any emergency medical treatment necessary during the running of the club. I authorise the school staff to sign any written form of consent required by hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.</p> <p>Yes *      No *</p> <p>Signed _____ Date _____</p>	
<p>I also consent to my child being photographed by Breakfast Club staff for display</p> <p>Yes *      No *</p> <p>Signed _____ Date _____</p>	

## Breakfast Club Agreement

I have read and understood the contents of the welcome pack. Furthermore I/we agree to:

- \* Give up-to-date information about my child/children including any change of emergency contact details
- \* Pay a minimum of one week in advance of breakfast/childcare club
- \* Pay fees for booked dates – please note that fees are still due if you child is absent for any reason
- \* Ensure my child arrives between 8.00am and 8.10 every day
- \* Sign in my child/children every day
- \* Inform the school if my/our child/children are to be absent from the Breakfast Club by phoning 07935320508

To be completed by Parent/Carer

Childs name: _____
Signed: _____
Date: _____
Print name: _____
Relationship to child: _____

To be completed by Play Leader/Play Worker

Signed: _____
Date: _____
Print name: _____
Position: _____

Thank you for completing all sections of this form

