

## **Breakfast Club Policy**

### **Introduction**

Breakfast Club is run by St Saviour's C of E Academy and its staff aimed at providing high quality, affordable care for working parents. It is an extended school activity designed to allow children to be in school before the school day begins Monday to Friday during term time only. Children are offered a choice of food and drink at breakfast time. They are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We also encourage the children to develop social skills through play together as a whole group or in small groups with table top activities.

**A copy of the costing can be found in Appendix A.**

**All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy (Appendix B).**

### **Breakfast Club Organisation**

- It is essential that all children are booked in online and payment made on their Arbor account prior to attendance or they will be turned away.
- The club is open from 7.50 and parents are required to bring their child directly to the school's main entrance and hand them over to a member of staff and sign them in on the register.
- At 8.55 children are taken directly to their classrooms ready for the start of the day and handed over to their teacher
- The child's details, relevant medical conditions, allergies and parents contact numbers are kept with the Breakfast Club staff.
- Any additional emergency contact names, addresses and telephone numbers are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.
- Parents must inform the club staff if their child is going to be absent from school and therefore not attending the booked Breakfast Club session. (Tel: 01782 433300).

**In case of fire the Breakfast Club staff members will take the children and register out of the hall and school building to the rendezvous point on the playground.**

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported with a take home slip for the parent/carer which will be signed by a member of the club staff.
- Accident recording and reporting will be in line with school's First Aid Policy.
- There will always be at least one qualified first aider at the club who will deal with all accidents.

### **Behaviour**

- Children attending the Breakfast Club are expected to behave according to the expectations set out in the School Behaviour Policy.
- Children are expected to show a good standard of courtesy and behaviour at all times.
- If there are concerns with behaviour, then parents will be contacted.
- If any disruptive, rude or dangerous behaviour continues the club has the right to exclude the child from the provision. This will be discussed with the parent beforehand and is only in exceptional circumstances.

### **Staffing and Supervision**

- The children are adequately supervised at all times in accordance with recommended ratios
- There will be 2 staff members on duty with other staff available if needed but never less than 2 at any one time.
- All members of staff are DBS checked.
- Staff on duty will hold a current first aid certificate and at least one member of staff on duty will have attended the food hygiene course.

### **Payment of fees**

- It is a requirement of the club that parents pay their fees on their child's Arbor account (online payment system) when they make a booking unless paying with childcare vouchers by prior arrangement with the School Office.
- The parent completing the club registration form and online club booking is known as the 'contracting parent' and is responsible for the payment of all fees.
- The school reserves the right to exclude any child if fees are not paid at the time of the booking.
- Any parent experiencing difficulty with the payment of their fees should contact the Head of School to discuss this. All conversations will be treated with complete confidence.

*Please note that the school follows its debt procedure rigorously, any unpaid fees are referred to a debt recovery agency*

### **Attendance**

- Any sessions that have been booked but not attended are still subject to charges.
- Bookings for club places are on a first come first served basis, however we will try to be as flexible as possible to accommodate any working patterns of parents and emergencies.

### **Risk Assessment**

- A risk assessment has been carried out for the Breakfast Club.

### **Policies**

- The Club is subject to the School's policies and procedures. Copies of all our policies are available on the school website.