

BREAKFAST CLUB

POLICY

Heron Primary School

Introduction

Heron Primary School's Breakfast Club is run by the school and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Our club operates between 7.45am-8.45am – current costs for each session can be obtained from the School Office or Breakfast Club staff. A copy of this policy is provided to all parents/carers of children attending the club and is also available on the school website.

Please be aware that all parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions:

- Only children attending Heron Primary School are eligible to attend the 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
- All club staff are made aware of the details of a new child
- Children's attendance is recorded in a register

Arrival and Departure:

- Parents/Carers are required to bring their child **directly to the club** and sign them in. You should enter via the Jubilee Hall entrance NOT the school main reception entrance where staff will be waiting to welcome you
- Children in the infant department will stay with club staff until 8.45am. Club staff will then take the children to their classrooms ready for the school day

- Children in the junior department will stay with club staff until 8.45am UNLESS parental permission is given allowing them to join friends at 8.35am in the playground where a member of staff will be on duty.

Daily Routine:

- 7.45am parents bring their children to Breakfast Club situated in the Jubilee Hall where a range of activities are set out.
- 7.45am children wishing to have their breakfast wash their hands.
- 8.35am tidy up time encouraging children to take responsibility for the Jubilee Hall environment. Junior pupils who have been given permission by their parents leave to go to playground after tidying away.
- 8.40am children who are in the infants or who have not been given permission to go on to the playground gather their belongings together and line up ready to be taken to class.

Behaviour:

Whilst attending Club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion

They will be encouraged to:

- 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

Dealing with inappropriate behaviour:

The Breakfast Club staff team will follow the schools Behaviour Policy (a copy of this can be found on the school website)

First Aid

- Breakfast Club staff will follow school first aid protocol and all incidents will be dealt with by a trained First Aider

- Parents of any child who become unwell during Club will be contacted immediately.
Please be aware that you will still need to telephone school to report an absence from school.

Missing children

In the unlikely event that a child goes missing, the following procedure will be undertaken:

- A member of the SMT and/or Headteacher will be informed immediately
- A member of Breakfast Club staff will inform the School Office, and search the inside of the building. The office staff will search the outside of the building. If the child remains missing school protocol will be followed and the emergency services contacted.

Payment of Fees

Parents/carers will be required to pay weekly for their child's place at Breakfast Club. You will be issued with an invoice slip at the beginning of each week and payment will be expected at the end of your weeks' scheduled sessions. If your child only attends Club on Monday please ensure you bring your payment with you on that day.

It is a requirement of the club that parents/carers pay their fees promptly in accordance with the payment slips issued. Fees are to be paid one week in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the clubs registration form is known as the 'contracting parent' and is responsible for the payment of all fees.

If you are experiencing difficulty with payment of fees you should contact the school office. Staff will treat all matters confidentially and arrange for discussion in private.

It is possible to pay fees via cash or cheque at this current time. We will notify parents if this changes.

Procedure for payment of fees

- Invoice slips will be issued on a Monday and outstanding payment should be received when your child attends their final scheduled session of the week;
- Payments can be made by cash or cheque payable to Heron Primary School either to the Breakfast Club staff or via the school office. Payment can also be made by childcare vouchers;
- If payment is not received by the due date this may result in a parent losing their childcare place;

- Four weeks' notice must be given to reduce the number of sessions your child attends at Breakfast Club;
- Four weeks notice must be given to resign your child's place.

Related Whole School Policies:

- Child protection policy
- Behaviour Policy
- Health & Safety policy
- Keeping Children Safe in Education



Heron Primary School Breakfast Club Agreement

Iparent/carer ofclass.....have read and accept a copy of the Breakfast Club policy and agree to abide by the terms within it.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Heron Primary School each week when invoiced.

I agree to provide the school with up to date contact details and relevant medical information about my child.

The sessions times within this contract are 7.45am – 8.45am

Parent/Carer Signature.....

Print name.....

Date.....

Please note that in line with the school privacy notice and in accordance with the GDPR, Heron Primary School does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and we will not share any information with any parties other than those specified within the notice. A copy of this privacy notice is available on the school website or from the school office.

We will keep the information contained within this document for the duration of the period that your child attends Breakfast Club. The information will be stored securely and will be securely disposed of after six months of your child ceasing to be a member of Breakfast Club.



**Heron Primary School
Breakfast Club**

Pupil Registration Form

Pupil Information:

Surname	Forename	Class
Home address:		
Postcode:	Telephone:	

Parent/Carer Information:

Contact 1:

Title	Forename	Surname
Phone number during Breakfast Club		
Phone number		Home: Mobile: Work

Contact 2:

Title	Forename	Surname
Phone number during Breakfast Club		
Phone number		Home: Mobile: Work

Other contact if contact 1 & 2 not available

Title	Forename	Surname
Phone number during Breakfast Club		
Phone number		Home: Mobile: Work

Pupil Medical Information

Medical Practice Address:	
Doctor's Name	
Phone number	
Is there a Health Care Plan in school Y/N	

Allergy and Dietary Information:

Please give details of any allergies or dietary requirements:

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Please add any other relevant information:

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