



Henley Green - Breakfast Club Policy 2022

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers who are working or studying, (emergency provision can be provided, the Breakfast Club manager will assess the situation on a case-by-case basis)
- 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.

Organisation

- Breakfast club is open from 7.50 am – 8:45am.
- The club is available for pupils from Nursery to Year 6
- Each child attending Breakfast Club should be escorted to the door by a parent/carer.
- Children will need to arrive by 8.15am to receive a breakfast.
- A registration form and contract must be completed by parents/carers before children begin attending Breakfast Club.

Staffing

- 4 members of staff run breakfast club. The adult/child ratio will always be a minimum of 1 adult to 10 children.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast Club has current DBS clearance. These records are held in the school office.
- Breakfast Club staff follow existing school policies and procedures for Safeguarding, Child Protection and the Code of Conduct.
- A separate risk assessment has been completed for Breakfast Club.
- The schools Fire and Health & Safety Policy are adhered to by Breakfast Club.
- Where ICT equipment is used, they also follow the schools Online Safety policy and procedures.

Catering

- Water is available to children at all times. Fruit juice and milk is also available.
- A variety of breakfast choices are available to children, including bagels, toast and cereals.
- All allergies/intolerances should be notified to staff on the Breakfast Club registration form. Any special milks etc, will need to be provided by the parent for their child.

Emergencies

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast Club registration form.
- All staff that supervise Breakfast Club are First Aid trained.

Sickness/Medication

- All medication administered will follow the existing school policy.
- All medical information provided by parents should be detailed on the Breakfast Club registration form.

Behaviour

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

Fees

- £2.50 per session per child or £12.50 per week per child
- Fees are payable in advance every Monday morning or monthly in advance.
- School will review fees annually during the Summer Term and parents/carers will be notified of any changes.
- If your child is unable to attend for whatever reason, you will still be charged for that day to keep their place open.

Booking

- Places must be booked a term in advance wherever possible. Additional sessions may be booked, dependant on availability but 1 weeks' notice will be required.
- Parents/carers must complete the registration form and hand to the school office before pupils attend Breakfast Club.

Cancellation

- If you wish to cancel your child(ren)s place, we require 1 weeks' notice in writing to the school office.

Refunds

If the school cancels the club, a refund will be offered or the chance to carry payment forward.