Henley Green Primary School
Breakfast Club Policy
September 2016
Breakfast Club Policy

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 – 8:50am.
- The club is available for pupils from Nursery to Year 6
- Each child attending Breakfast Club should be escorted to the Dining Hall by a parent/carer.
- Children will need to arrive by 8.25 am to receive a breakfast.
- A registration form must be completed by parents/carers before 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 E.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 toast and cereals.
- All allergies/intolerances should be notified to staff on the Breakfast Club registration form.

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 and the procedures set out in the Schools First Aid Policy will be followed.
Sickenss/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
- £1.50 per session per child.
- Fees are payable daily, weekly or monthly.
- School will review fees annually during the Summer Term and parents/carers will be notified of any changes.
- Where fees are 2 weeks in arrears and payment has not been received the procedure is as follows:
  o Breakfast Club manager will discuss with family (adult) on arrival
  o If there are no changes to the situation, the above will be repeated (face to face or over the telephone)
  o If there are no payments made the Family Support manager will visit the family home to discuss the situation.
  o If there is still no payment or arrangement to pay made, then there will be a phonecall or letter to the family to give notice that the place will be withdrawn within 5 days unless the account is settled in full

Booking
- Places must be booked a term in advance where ever possible. Additional sessions may be booked, dependant on availability but 1 week’s 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 week’s 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.