



## Long Sutton County Primary School Breakfast Club

# POLICY

### Introduction

The Breakfast Club is run by Long Sutton Primary School and exists to provide high quality before school childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8.00am term time and current costs can be obtained from the school office. A copy of this policy is provided to all parents of children attending Breakfast Club and is also available on the school website.

***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.***

### Admissions

- Only children attending Long Sutton Primary School are eligible to attend Breakfast Club.
- All places are subject to availability and are allocated on a first come, first served basis.
- 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.
- Ad hoc bookings can be accepted with at least 24 hours' notice and as long as parents/carers have previously completed the registration process.
- 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 children to the school office and sign them in. Children enter the Breakfast Club in the Studio via the school hall.
- Key Stage 1 children will be escorted onto the Key Stage 1 playground at 8.40am by the club staff.
- Key Stage 2 children will make their own way to the Key Stage 2 playground at 8.40am.

### Daily Routine

- 8.00am – 8.30am parents bring their children to the school office to sign in and children cross the school hall to enter the Studio where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging children to take responsibility for the Studio environment.
- 8.40am children collect their coats and bags. Key Stage 1 children are escorted to their playground where they meet up with the rest of the children awaiting the start of school.

Key Stage 2 children make their way to the Key Stage 2 playground. Some Year 6 children may leave club at 8.30 to carry out duties around the school.

## **Behaviour**

Whilst attending club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at Breakfast Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

The club operates under the same behaviour policy as the school, a copy of which is available on the school website.

## **First Aid**

- All accidents will be recorded in the school accident book. Upon collection of Reception pupils at the end of the school day, parents will receive a copy of the form and staff will advise the nature of the accident in line with the Statutory Framework for Early Years Foundation Stage.
- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider/paediatric first aider.
- Parents of any child who becomes unwell during breakfast club will be contacted immediately.

## **Payment of Fees**

- It is a requirement of the club that parents pay their fees promptly in advance. The parent/carer signing the Breakfast Club registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent is experiencing difficulty with payment of fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- It is possible to pay fees via ParentPay or childcare vouchers.
- Each booked session must be paid for even if children do not attend unless cancelled at least 24 hours beforehand.
- Persistent late payment may mean that future booking will not be accepted.

### Procedure for payment of fees

- On receipt of a booking form, the sessions will be updated to ParentPay.

- Parents may pay in advance for sessions booked for the whole term, month or week by logging onto ParentPay and locating the Breakfast Club payment item.
- At the end of each week, any sessions which parents have cancelled by giving more than 24 hours' notice will be updated on ParentPay to give credit for a future session.

### **Illness**

Children will be kept away from Breakfast Club if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to Breakfast Club.

### **Withdrawal of Breakfast Club Provision**

The school reserves the right to withdraw Breakfast Club provision should there be insufficient demand but will provide one half term's notice of its intentions.

### **Review**

The Head Teacher and Governing Body will review this policy every two years in consultation with staff.

Head Teacher  
Date

Chair of Governing Body  
Date



## Long Sutton Primary School Breakfast Club Agreement

I .....parent/carer of.....  
Have read and accept a copy of the Long Sutton Primary School Breakfast Club Policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Long Sutton Primary School in advance via ParentPay or by childcare vouchers.

The sessions in this contract are 8.00am to 8.40am term time.

Parent signature.....

Print name.....

Date.....

Signed.....on behalf of Long Sutton Primary School Breakfast Club

Print name.....Date.....



## Long Sutton Primary School Breakfast Club Pupil Registration Form

### PUPIL PERSONAL INFORMATION

|               |  |            |  |
|---------------|--|------------|--|
| SURNAME:      |  | FORENAME:  |  |
| HOME ADDRESS: |  |            |  |
| POST CODE:    |  | TELEPHONE: |  |

### MOTHER/CARER INFORMATION

|                 |  |           |  |          |  |
|-----------------|--|-----------|--|----------|--|
| TITLE:          |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime |  | 1.        |  |          |  |
| Mobile          |  | 2.        |  |          |  |
| Home            |  | 3.        |  |          |  |
| Work            |  | 4.        |  |          |  |

### FATHER/CARER INFORMATION

|                 |  |           |  |          |  |
|-----------------|--|-----------|--|----------|--|
| TITLE:          |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime |  | 1.        |  |          |  |
| Mobile          |  | 2.        |  |          |  |
| Home            |  | 3.        |  |          |  |
| Work            |  | 4.        |  |          |  |

### OTHER CONTACT INFORMATION – Please provide at least two

|                       |  |           |  |          |  |
|-----------------------|--|-----------|--|----------|--|
| TITLE:                |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime       |  | 1.        |  |          |  |
| Mobile                |  | 2.        |  |          |  |
| Home                  |  | 3.        |  |          |  |
| Work                  |  | 4.        |  |          |  |
| RELATIONSHIP TO CHILD |  |           |  |          |  |

|                       |  |           |  |          |  |
|-----------------------|--|-----------|--|----------|--|
| TITLE:                |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime       |  | 1.        |  |          |  |
| Mobile                |  | 2.        |  |          |  |
| Home                  |  | 3.        |  |          |  |
| Work                  |  | 4.        |  |          |  |
| RELATIONSHIP TO CHILD |  |           |  |          |  |

**PUPIL – MEDICAL INFORMATION**

|                       |  |                        |  |
|-----------------------|--|------------------------|--|
| DOCTOR'S<br>PRACTICE: |  | MEDICAL<br>CONDITIONS: |  |
|-----------------------|--|------------------------|--|

Is there a current Health Care Plan in school?    Yes/No

**DIETARY INFORMATION**

- Allergies
- Vegetarian

**Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:**

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