

Breakfast Club Policy of Woodchester Early Birds

Aims of Breakfast Club

To support working parents by providing an affordable childcare facility.

- ☞ Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at breakfast club.
- ☞ To provide a happy, welcoming place at the start of the school day where all children are valued.
- ☞ To help children be healthy by providing a nutritious and filling breakfast, preparing them for the school day.
- ☞ To encourage all areas of the children's development through play by offering a varied and stimulating range of play opportunities.
- ☞ To ensure the safety and welfare of each child by following the appropriate school policies.

Staffing

Breakfast club will be supervised by:

Donna Colley

Laura Turk

All staff have a DBS check and are trained in Basic Food Hygiene and First Aid.

Opening Times (Term time only, excluding INSET days)

Monday - Friday, 7.30am to 8.45am. Breakfast is served until 8.20am in the School Hall (all food is prepared on site). At the end of breakfast club, children will be escorted to the school playground to line up.

Cancellations

Cancellations due to school/club closure because of adverse weather conditions, refunds will not be made. School/club closures due to adverse weather conditions are reported locally on the local radio station and online, under Gloucestershire County Council web site.

Where there are problems with the playgroup building. For example: no heating or water supplies, Refunds will be made.

Where a child is absent due to illness, fees will not be refunded.

In the event of a cancellation a member of the breakfast club staff will make every attempt to contact parents/carers as soon as possible by phone or text.

Admission to Breakfast Club

The club is fully inclusive for all children in Reception to Year 6. There are limited spaces available and are allocated on a first come, first serve basis. We do not currently have a waiting list, but should the need arise, places will be allocated in the following order of priority:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions/hours per week

Parents need to pre-book sessions and then children can attend on the days they wish.

Breakfast Club Policy of Woodchester Early Birds Continued

Booking and Payment Procedure

Breakfast club fees are charged at £5.00 per child per session. To attend breakfast club, parents must complete a registration form for each child. Once this form has been received, a child can attend the club the next school day. Money should be paid termly, using online banking or cash on first day of attendance.

All children must register daily on arrival, so we are able to keep an accurate record of attendance for health and safety and payment purposes.

If a child attends a session without paying, the club will contact parents requesting the debt is settled before their child returns to the club. Failure to make payment may result in a child's place being withdrawn. Breakfast club ask for 4 weeks cancellation notice in writing.

Behaviour

Breakfast club follow the school's behaviour policy to ensure consistency for children at the club. Consistently poor behaviour may result in a child's place being withdrawn, fees in this case will not be refunded.

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. In keeping with the play values, breakfast club offer structured adult-led activities as well as free choice. Weekly programmes of activities may include:

- ☞ Art using various mediums and the exploration of cultural diversity
- ☞ Crafts using a wide variety of textures and materials
- ☞ Construction and Lego toys
- ☞ Board games

Breakfast Menu

We are a healthy breakfast club

Our selection of food offers a healthy balance and includes:

- Toast with butter, jam or Marmite.
- Healthy cereal.
- Fruit.
- Fruit juice, water or milk.

On occasions the club may deviate from the above menu.

Breakfast Club Policy of Woodchester Early Birds Continued

Routine

- Children should enter breakfast club via the back door of the School Hall (back playground)
- Parents will be required to sign their child or children in and acknowledge this to a member of staff.
- Once they have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club they will have the choice of activities in which they may wish to participate.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children to the front school playground at 8.45am.

Parental and Pupil Feedback

The club values any parental or pupil opinions and welcome feedback about how the club is run or ideas/activities to add, please feel free to email or talk to a member of staff.

This policy will be used in conjunction with the following school policies:

- Health and Safety Policy
- Single Equality Policy
- Safeguarding Policy and Child Protection Policy
- Fire Evacuation Policy
- Medical Conditions Policy and Asthma Policy

Please hand inhalers (labelled with child's name and in a bag) to a member of staff, where it will be kept safe and within easy reach if required. If a child needs their inhaler, then a first aid trained member of staff will observe that the medication has been taken correctly.

Risk Assessment

A separate risk assessment has been completed and will be used daily for the breakfast club sessions and activities.

Policy Review

This policy will be reviewed and evaluated yearly.

Parents Signature

Print

Date

Sept 2020

Donna: 07968 409305.... Laura: 07966 523414....

Email Address: www.woodchesterearlybirds@gmail.com

