

# South Kilworth CE Primary School

## Breakfast Club Policy

### Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- 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.
- To provide a wide range of structured play activities, enabling children to engage and learn with children from other year groups.

### Organisation , Booking and Prices

- Breakfast club is open from 07.45 am – 8:45 am.
- The club is available for pupils from Foundation to Year 6
- Each child's details, medical conditions, parent contact details and additional emergency contact information is kept in the staff room.
- Bookings can be made in advance but the Breakfast club can also be used on an ad hoc, drop in basis.
- Children are registered as they arrive and the register is kept in the school office.
- Prices are £3.50 per child per day, due to staffing costs, and food costs there is no reduction for brothers and sisters and no reduction for parts of sessions.

### Staffing

- Two members of staff operate the breakfast club..

### Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, have 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.
- Where ICT equipment is used, they also follow the schools E.Safety policy and procedures.
- A separate risk assessment has been completed for Breakfast Club sessions and activities

## **Catering**

- At least one member of staff holds a food hygiene certificate

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit.
- They will congregate in the school playground.
- The club register will be taken outside and all names checked.
- There is a fire practice once per term.

## **Communication with Parents**

- Staff will communicate verbally with parents/carers bringing children, which may involve passing messages to classroom teachers.
- Written notes to parents from the Breakfast Club Staff are passed on via the child's teacher

## **Medication**

- Inhalers are kept in the child's classroom.. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the classroom and observe that it has been taken correctly.
- All other medication administered will follow the existing school policy.
- Medical information is kept in the staff room. Allergies and other medical information provided by parents will also be on the staff room wall.

## **Cancellation**

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by text before 7:30 am if closure is not weather related.
- During adverse weather conditions school closure will be reported on BBC Leicester and on the school website.

## **Refunds**

We will be unable to offer a refund if a child does not attend for a pre- booked place. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

## **Behaviour**

Because the Breakfast Club is run by the school, the existing school Behaviour Policy will be followed.

## **Complaints**

All complaints will follow the school's complaints policy