

BREAKFAST CLUB AGREEMENT AND RULES

GENERAL INFORMATION

Breakfast Club provides a before school activity in a safe happy environment, supervised by professional, experienced staff. Breakfast Club is open during term time only from Monday to Friday, between 7.45am to the beginning of school. KS1 children will be walked around to their classrooms and KS2 children will be allowed into the playground at 8.40am when official playground duty begins.

(Please note children are not covered by insurance unless they are part of the Breakfast Club prior to this time. The School accepts no responsibility for children on the school premises not attending the Breakfast Club).

Breakfast Club is situated in the school canteen. Children attending Breakfast Club will be supervised at all times with at least two members of staff in attendance at any time and a maximum of 20 children.

The club will comply with environmental health food safety standards.

The club is set up to encourage children to eat breakfast, which is part of the Every Child Matters agenda and Healthy eating initiatives. After they have eaten, children will have an opportunity to go to the quiet tables where they can read or play games.

ARRIVAL ARRANGEMENTS

The Breakfast Club opens at 7.45am. The children **MUST** stay in the Club until 8.40am. Parents should bring their children to the canteen entrance. There is a bell for safeguarding reasons and you will be required to ring the bell for entry. On admission please bring your child(ren) in where it will be necessary for you to sign them in. Children from years 5 and 6 may sign themselves in on the proviso that their place has been paid for in advance.

FEE STRUCTURE AND BOOKING ARRANGEMENTS

Please ring or text **07867 129838** to book your child's place. PLEASE REMEMBER TO LEAVE YOUR NAME AND CHILD'S NAME ON THE MESSAGE.

A registration form will need to be completed and returned prior to your child's initial attendance.

Children will be booked in on a 'first come first serve' basis at a cost of £2.50 per session, or £10 for 5 sessions. (**There is a reduction in cost if you are entitled to free school meals. Please see the office for details**).

Fees must be paid prior to the session at the school office. If you pay for 5 sessions you will be issued with vouchers which must be brought to the Breakfast club session to redeem.

Persistent non-payment will result in place(s) being withdrawn.

Ideally sessions should be booked at least 1 week advance but we appreciate that situations may arise that require last minute bookings. This can be done through the

usual telephone number up to 6pm the day before. You would then be informed if there was space to accommodate your child.

REFRESHMENTS

The Breakfast club will provide toast, cereal, fruit, yoghurt, juice and water for children. Children will be supported to develop their skills in preparing their food and positively encouraged to eat their breakfast within a social context.

DISCIPLINARY MATTERS

The Breakfast Club follows the Schools Positive Behaviour policies and Code of Conduct. Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be referred to the Head teacher and if it cannot be resolved the child may, at the discretion of the governing body be asked to leave the Breakfast Club.

SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the Accident Log.

Breakfast Club operate under the same procedures as Callington Primary School and at least one member of staff at each session is paediatric first aid qualified and has a food hygiene certificate.

CALLINGTON PRIMARY SCHOOL BREAKFAST CLUB CANNOT ACCEPT ANY CHILD TO ATTEND A CLUB SESSION UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER TO THE SCHOOL OFFICE

Breakfast Club Registration Form:

Childs Full Name:		Address:
Age:	Class: KS1/KS2	Telephone number: Home- Mobile-
Parent/carer contact details:		

Please indicate if your child has any medical conditions or allergies:

Please indicate if your child has any specific dietary requirements:

Parent/carer:

Name.....

Signature.....