

# St. Peter's Catholic Primary School



## Breakfast Club Policy



### Mission Statement

**Like St. Peter, we know and love God our creator, Jesus our friend and the Holy Spirit our helper. We celebrate the joy of learning and playing together, growing as individuals and as a loving community.**

**St. Peter's Catholic Primary School**  
**Breakfast Club**  
**Academic Year 2016-17**

**Daily 7.45am**

### **Introduction**

Welcome to St Peter's Catholic Primary School Breakfast Club. This booklet aims to tell you a little bit about our Breakfast Club. We hope that this will answer all your questions.

### **Session Times**

Entry into the Breakfast Club starts from 7.45am

The club has to operate to a tight schedule and breakfast is served from 7.45am up until 8.15am

### **School Policies**

All school policies support and relate to our provision in the Breakfast Club, particularly those of Child Protection, Safeguarding, Health and Safety and Supervision.

### **Aims of the Breakfast Club**

Parents who wish for their children to attend the Breakfast Club will do so with the knowledge that their children are going to be in a safe, caring and warm environment. The wellbeing of any children attending will always come first.

At the Breakfast Club the children will be given an option of various breakfast cereals, toast etc.

Our Breakfast Club is situated in the school hall. The children attending the Breakfast Club will be children who attend St Peter's Catholic Primary School.

The cost is £3.50 per session for the Breakfast Club.

### **Food and Drink**

It is the Breakfast Club's aim to offer a healthy and nutritious food. At the Breakfast Club they will be offered cereals and toast. There will always be a choice of food including squash and readily available water throughout the sessions. We aim to make the provision and consumption of food an enjoyable and safe experience. The Breakfast Club will endeavour to create an environment that supports a healthy lifestyle and to ensure as far as possible that we are giving consistent messages about food and health. The children will be encouraged to wash their hands before they eat. The Breakfast Club will always meet any individual child's dietary requirements whether they are medical or cultural.

## **Staffing**

The Breakfast Club is organised by Mrs Waterfield, Headteacher.

On a day to day basis the Breakfast Club is run by Mrs Vaughan and Mrs Ellis who are also employed by the School as Teaching Assistants and they are all fully qualified to NVQ Level 2. Another member of staff is a Midday Assistant at our school. Staff are fully qualified in Paediatric First Aid and also hold Food Hygiene Certificates. All staff of the school are fully DBS checked. During the Breakfast Club session, the Deputy Headteacher and other members of the Senior Leadership Team are on duty to support supervision of the club on a rota basis.

If there are any concerns regarding your child, you can discuss these with Mrs Vaughan and Mrs Ellis who can be contacted via the school office on 01708 745506

## **Security**

To obtain entry to the school hall you must use the school security gate buzzer. It is an audio system - you will be asked who you are and the name and class that your child attends. Parents are asked to bring their child to infant entrance to the hall from 7.45am and sign the register.

## **Supervision**

Children will be supervised by adults at all times and child/adult ratio guidelines will be adhered to. Children will not have unsupervised access to the kitchen area or any cupboards housing any hazardous materials.

## **Incidents/Accidents**

A book will be available at each session to record any incidents and accidents. At least one member of the Breakfast Club will hold a First Aid Certificate during each session.

## **Management of Children's Behaviour**

Children need clear and consistent limits to help them feel safe, but these limits must be reasonable and take into account the age, stage of development and individual needs of the child.

The aim of the Breakfast Club is for staff to adopt a consistent and positive approach to the management of the children's behaviour in line with the school's policy in order to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The Breakfast Club staff will demonstrate in their own day to day actions the type of caring, considerate behaviour they wish to encourage and by explaining to a child why it is 'good' to be helpful and kind, encourage generosity and compassion.

If a child is displaying behaviour that is unacceptable then we may have to take that child aside in order to explain why that type of behaviour is unacceptable. If, after this, the child's behaviour is still unacceptable and causing disruption within the group, the Breakfast Club staff in consultation with the Headteacher will reserve the right to contact parents/carers to exclude the child until re-admission has been agreed.

## Registration of Your Child at the Breakfast Club

In order for your child to attend, you will be required to complete a Registration Form.

**Pre-Booking is required**

### Finance

The payment for the session/s of the Breakfast Club must be submitted by Friday of the previous week. Cash or cheque payments will be acceptable. Cheques should be made payable to St. Peter's Primary School LBH. Signed Booking Forms must be accompanied by payment.



**The Breakfast Club  
St. Peter's Catholic Primary School  
Dorset Avenue, Romford, RM1 4JA**

**Registration Form for the Breakfast Club**

Child's Name .....

Class .....

Date of Birth .....

Address .....

.....

Home Telephone Number.....

Name of Parent/Carer .....

Mobile Telephone .....

Emergency Contact Number .....

Alternative Emergency Contact Number .....

Name and relationship to child .....

Address .....

.....

Doctor's name .....

Doctor's Address .....

.....

Doctor's Telephone Number .....

Consent to Emergency Hospital treatment

Signed .....Parent/Carer

**Medical Information about your child**

Details of any relevant health, diet, disability or medication information including allergies

.....  
.....  
.....

Please outline any special dietary requirements of your child

.....  
.....

***Bookings are subject to availability***

## TERMS AND CONDITIONS

### **St Peter's Catholic Primary School Breakfast Club**

Due to staffing arrangements and so that the Breakfast Club operates with the correct ratio of adults to children, places at the Breakfast Club need to be booked in advance. If you book your child in and then they do not attend you will be charged. No refunds will be given. If your child is ill on the day then you will still be charged as we would be unable to offer the place to anyone else.

All bookings are subject to availability.

All bookings must be accompanied by payment in advance. Bookings may be made up to 4 weeks in advance.

All bookings must be received by hand no later than midday on the Friday before you wish your child to attend.

You will need to complete a booking form which is available from the office or a member of staff in the Breakfast Club. Forms may also be downloaded from the school website. Unsigned booking forms will not be accepted. (Cheques made payable to St. Peter's School LBH). Your booking form will be receipted and a copy returned to you.

*St. Peter's School reserve the right to amend the Terms and Conditions as necessary.*

## Booking Form Breakfast Club

**Breakfast Club – Monday to Friday 7.45 am – cost £ 3.50 per session**

Childs Name ..... Class .....

Please indicate

Week commencing	Date ...../...../.....	Date ...../...../.....	Date ...../...../.....	Date ...../...../.....
<b>Please tick</b>				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**Booking form and payment are required in advance.**

**All bookings are made subject to availability**

**( ) I agree to the terms and conditions of the Breakfast Club (please tick)**

Signed: Parent/Carer.....Date.....

Office use only

Payment received date	Amount received
Payment received by	Change given
Entered on spreadsheet	Cheque/Cash

**All places must be booked and paid for in writing in advance. We cannot be responsible for your child if they are not booked in.**

All bookings must be received by hand no later than midday on the Friday before you wish your child to attend. You will need to complete a booking form which is available from the office or a member of staff in the Breakfast Club. Forms may also be downloaded from the school website. Unsigned booking forms will not be accepted. (Cheques made payable to St. Peter's School LBH). Your booking form will be receipted and a copy returned to you.

**If your child is going to be absent for any reason you must leave a message with the office staff. Telephones will not be answered before 7.45 am. Please note that no refunds are given.**