



Breakfast Club Policy

The club operates from 8.00am to 8.30am, Monday to Friday term time and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

In accordance with Safeguarding arrangements, all staff involved in the running of Breakfast Club will have a valid DBS check. Breakfast Club staff follow existing school policies and procedures for safeguarding and child protection.

All details such as contact numbers, medical details etc. are already held in school and are accessible during breakfast club. It is the responsibility of the parent/carer to ensure that the Office is informed of any changes.

All parents must complete a registration form and agreement for each child attending the club.

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for children before the start of the school day.
- To provide children with breakfast at the start of the day in a calm and relaxed environment.
- To allow children to participate in informal activities with each other, developing social and interactive skills.

Terms and conditions

Only children attending Beenham Primary School are eligible to attend Breakfast Club.

Parents are responsible for ensuring that children are handed over to the Breakfast Club Staff as they enter the main entrance before leaving them.

All Breakfast Club sessions must be booked online **at least the day before** to ensure that adequate staffing and food arrangements can be made. In the event of an emergency, parents/carers should message Mrs Sharp via ClassDojo.

All places are subject to availability.

Policies and Procedures

Breakfast club will follow the school's own policies and procedures. These are available from the school website and from the office on request.

Cancellations

At least one days' notice is required for any cancellations or else the full charge will still be applied.

First Aid

All accidents will be recorded in the school accident book, accurately reported to the parents/carers via ClassDojo and signed by a member of staff.

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. Parents/carers of any child who become unwell during Breakfast Club will be contacted immediately.

Policy Review: This policy is subject to periodic review and may be updated or revised as necessary. Any changes to the policy will be communicated to parents in advance.

By enrolling their child at Beenham Breakfast Club, parents acknowledge and agree to abide by the policy outlined above.

Policy last updated March 2024.



Beenham Primary School Breakfast Club Agreement

Iparent/carer of
have read and accept a copy of the club policy and agree to abide by the terms
therein.

I accept that I am the parent/carer for the above child and agree to make payments
to Beenham Primary School for sessions booked.

Parent Signature

Print name

Date

Signedon behalf of the school

Print Name

Date