

## 37 BREAKFAST CLUB POLICY

### 37.1 Statement of intent

We recognise that some families in the area need a longer school day than the hours currently offered at the local school. We offer a breakfast club facility to all families whose children attend Walton primary school, who want to take up our offer. We do not have transport available to take children to another school.

We also recognise that eating breakfast is important – the physical benefits of eating food in the morning helps children to focus at school and also the social aspects of eating within a group of peers.

### 37.2 Aims

To provide an affordable, early dropout off childcare facility for parents/carers

To provide a welcoming, safe and secure environment for children before the beginning of the day.

To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at breakfast club.

To strengthen the links between Walton under fives and Walton primary school.

To provide a range of play activities to stimulate and engage the children until school time.

### 37.3 Procedures

Breakfast club is open from 8.00am until 8.45am, five days a week on the days that Walton under fives is open. A member of Walton Primary School staff will arrive at Walton under fives at 8.40am to take the children to the school. Where possible, this will be the same member of staff every time.

We follow our other policies in relation to the breakfast club children

Families must have fully completed a registration form before the child/ren can attend breakfast club

Children are registered as they arrive by a member of staff

We offer a variety of healthy cereals, fresh fruit, low fat yoghurt and either toast, crumpets, muffins or pancakes which alternate weekly, with low fat spread and jam. Drinks consist of milk or water.

A range of equipment will be available for the children to play with until it is time to leave for school.

Staffing follows the ratio of 1:8 for children aged 4 – 11 years of age. There will be one dedicated member of preschool staff whilst breakfast club is open.

The breakfast club children will remain in the main hall to eat breakfast and play.

Staff are on site from 7.45am to set up ready to open at 8.00am.

We are unable to allow children to enter before 8.00am due to insurance conditions.

Staff have food hygiene certification and dates on food are checked daily.

Staff follow existing preschool policies and procedures including safeguarding, child protection and the code of conduct.

Children must not have any mobile phone or recording device switched on and in the main hall. If a child/ren attends with a mobile phone, it must remain in their bag, in the foyer and switched off.

Preschool staff will provide a handover sheet to the member of school staff to relay to the appropriate staff. This will include messages for the school team and minor accidents. This sheet is not for confidential information as all the children's messages will be on the same piece of paper. Confidential or sensitive messages for the school need to be relayed directly by the parent/carer.

In the event of a child having an accident whilst under the care of preschool staff, preschool policies apply to first aid and emergency treatment, an accident form will be completed. A slip will be put in the child's bag informing parent/carers and they will be asked to sign the form next time we see them. In the case of emergency treatment being needed or a head injury, parent/carers will be informed straight away.

#### **37.4 Booking, charge and refunds**

Places for breakfast club must be booked in advance, either weekly, half termly or termly.

Bookings must be made by at least 1pm on the day before you want to use the facility. If a parent/carer leaves a message, they must wait for a reply to confirm

Breakfast club costs £4.50 per day which includes a breakfast and drink.

Invoices for breakfast club will be issued with payment due within 14 days. Failure to pay will result in the access to breakfast club being withdrawn until arrears are cleared.

If a breakfast club session is pre-booked, paid or not, we are unable to offer a refund if a child does not attend and you will be liable for the payment for that session (s) booked.

If the preschool cancels the club, a refund will be offered or the chance to carry payment forward to another session.

If the preschool is closed due to unforeseen circumstances (weather, loss of power etc) a member of staff will endeavour to contact families who have booked breakfast club before 7.45am.

#### **37.4 Links to other policies and legislation**

All the policies written and agreed by Walton under fives committee

The education act, 1996

The children act 2004

DfE, ~Keeping children safe in education

Ofsted requirements and have been notified

Our insurance company has been notified

This policy was adopted at a meeting of Walton under fives preschool held on 4<sup>th</sup> May 2022

Signed (preschool manager) ..... Date .....

Signed (committee chair) ..... Date .....