

Holy Trinity Church of England Primary School and Community Nursery



Child Care Breakfast Club

126911 Registered 1-9-2007

The Breakfast Club is a formal childcare resource offering children the opportunity to participate in a healthy breakfast and enjoy a stimulating and relaxing environment before their school day commences.

Aim... Our aim is to provide affordable, early drop off child care with a nutritious breakfast and calm play in a safe, supervised environment for pupils before the beginning of the school day.

Opening times... Breakfast Club is open from 0745 until 0845, term time only. Key Stage 1 children are taken to classrooms, older children are allowed to leave Breakfast Club at 0835 to be ready for 0850 Registration.

Safeguarding... All staff will have current CRB clearance and will follow existing school policies for child protection and code of conduct.

Medication/illness... If your child has sickness we request that they are kept away from the club for 48 hours. Please notify the school office if your child is absent due to sickness.

Confidentiality of documents... All documents and registers are kept in the locked school office.

Fire procedure... In the event of a fire, children and staff will follow the normal school policy, leaving the building in an orderly fashion via the closest exit.

Staffing... Staffing will follow a ratio of 1:8. Staff will be on site from 0730 until school begins. Staff are suitably qualified.

Behaviour... Staff expect children to behave in a respectful manner. Please refer to the school Behavioural Policy for more information.

Use of Registers... Children should ensure they are registered as they are admitted by staff on duty. The register will be kept in the main School Office after Breakfast Club. The safety of our children is of utmost importance in all aspects of their school day, we will be introducing a Registration time of 0810 at our Breakfast Club to ensure that all children who have a place booked are accounted for. This is of particular importance for children who walk or travel to Breakfast Club independently. We will be telephoning the parent or carer of any child who is not present at the time of registration. If your child will be absent for a Breakfast Club session, we would be very grateful if you could please contact the school office at your earliest convenience to keep us informed.

Communication with parents... Staff will communicate by email, text, phone, verbally or in writing. Staff are happy to pass messages to teachers. Parents must bring children to the door and ensure that they are met by a member of staff.

Booking arrangements... All bookings will need to be made in advance half termly to ensure that staffing levels are planned effectively. If you wish to cancel your child's place the Breakfast Club will require two weeks' notice, fully paid. Failure to do so will result in payment owed for the half term. Emergency sessions may be requested with a day's notice and allocated if there are sufficient spaces but cannot be guaranteed. If emergency sessions are not booked, Breakfast Club staff reserve the right to refuse entry to attend the club if the numbers exceed the pupil/staff ratio.

Charges... The cost of the club is £3.50 per session, including the provision of a healthy breakfast. Payment of fees is to be made by cash or cheque (payable to Holy Trinity Primary School) or by Edenred or Sodhexo childcare vouchers (please speak to staff for details). All places must be booked in advance and paid for half termly in advance, failure to do so will result in your child losing their place and our Bad Debt Policy being enforced. Emergency sessions must be paid for on the day.

Late payments... If fees are not paid on time, the bad debt policy of the school will be followed. A copy of this is available from the school office.

Cancellations and Refunds... As places will be booked and paid for in advance in order that staffing levels can be organised and food purchased, we will not be able to offer a refund if a child does not attend. This is applicable for personal holidays and sickness. If the school cancels the club, a full refund will be given. The only possible cause for cancellation would be for school closure due to adverse weather conditions or problems with the building ie. no heating or water supplies. In the event of closure, all parents will be contacted by text message

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