



Cudworth Churchfield Primary School Breakfast Club Policy

Aims

Everything we do is underpinned by our firm commitment to treat all children as individuals.

We aim to:-

1. Keep your children healthy
2. Keep your children safe
3. Make sure your children enjoy and achieve

This policy will follow school policies where appropriate. (Positive Behaviour Policy and Anti Bullying Policy)

Terms and Conditions

Sessions

1. Sessions are to take place weekly Monday to Friday 8am to 8.55am.
2. Children will be supervised by 3 members of school staff daily.

Fees

1. Fees are payable at registration in the Breakfast Club room daily or weekly depending on your need for the facility.
2. Payment should be given to the Registration member of staff upon arrival.
3. Fees will be charged at the full rate for every day that the club is open and is used by your child/ren.
4. Fees for sessions are inclusive of breakfast and child care.
5. Please note children who are eligible for FREE school meals **do not** pay as pupil premium is used. If you are unsure if your child/ren are entitled to free school meals please check with our office staff in main office.

Closing

1. The club will be closed for statutory holidays and school INSET days.
2. The school reserves the right to close the club at other times. The maximum notice possible will be given.

Arrival

1. Admittance to the Breakfast club is through the Gym doors .
2. Children will not be admitted before 8.00am. Please accompany your child into the breakfast club room upon arrival in order to register them with the staff.
3. Children are not to be left unattended on the school premises before your child/ren are registered with the supervising members of staff.

Behaviour

1. Breakfast club staff will follow Churchfield Primary Schools behaviour policy.

Illness

1. You must inform the club staff as soon as possible if your child/ren has any signs of illness or medical problems.
2. The club retains the right to refuse admission on health grounds to any child/ren who has one of the illnesses listed in Appendix 1 or if staff judge that they are too unwell to attend.

Medicines

1. Breakfast Club are not responsible for administering medicines or the handling/ safe keeping of them.
2. All medication must be handed into the school office where medication can be safely secured.
3. Parents/ carers will be asked to fill an administration of medicines form in the event of your child/ren requiring medication within club/school hours.
4. Parents must ensure any child/ren requiring inhalers have them available for use. Please do not assume they will be able to access inhalers left in classrooms, they may be locked.

Personal property

1. All items of clothing and personal property should be clearly marked.
2. The club cannot accept any responsibility for loss or damage to personal property however caused.

Emergency contacts

1. It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
2. Any change of contact or emergency contact details should be updated with the school office staff.

Fire Precautions

1. The club complies with all fire regulations and has regular fire drills.
2. All fire appliances are regularly checked and maintained.
3. The Breakfast club premises are strictly no smoking areas .

Policies & procedures

The club follows the policies and procedures of Churchfield Primary School which are available in the school office.

Complaints

We sincerely hope that you never have cause to complain but if you do please follow this procedure:

1. Firstly, speak to the supervisor; your concern may be quickly allayed by them.
2. If you are still not satisfied please make an appointment to speak to the Headteacher.
3. If you are still not satisfied you may complain to the school governors or the local authority. Details of who to contact are available in the school of fi ce.

Appendix 1

Illnesses which would lead to a refusal of admission

Illness	Period of exclusion
Diarrhoea and / or vomiting	48 hours from last episode
Flu	Until recovered
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset if not treated
Chicken Pox	5 days from onset of rash
German measles	5 days from onset of rash
Impetigo	Until lesions are crusted or healed
Measles	5 days from onset of rash
Ringworm	Until treatment commenced
Scabies	Return after first treatment
Shingles	Exclude if rash is weeping and cannot be covered
Mumps	5 days from onset of swollen glands

Agreed Sept 19
Next Review Sept 21