

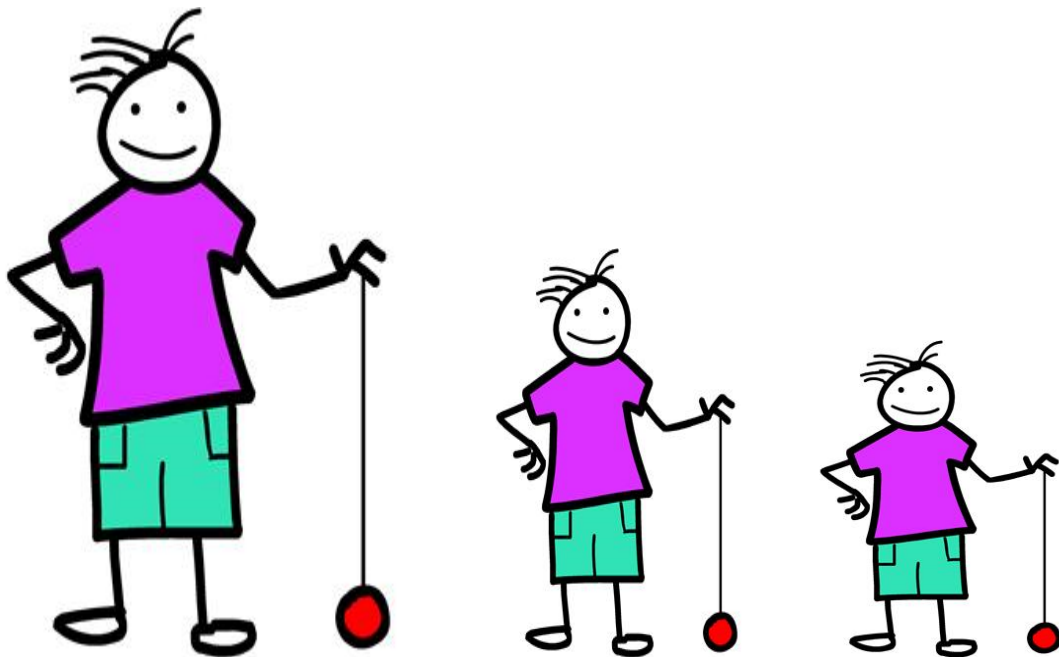
## **Bromley Heath Junior School Breakfast Club**

### **Information Booklet**

This information booklet is designed to tell parents all they need to know about the Breakfast Club and how to register their child in the club.

It includes:

- Aims & Objectives of the Breakfast Club
- Terms and Conditions
- General Information
- Registration Form – Health Allergy Disclaimer/Medical Conditions
- Emergency Contact Form



# Bromley Heath Junior School Breakfast Club

## Terms and Conditions

### Aims & Objectives

We aim to provide a high quality Breakfast Club which meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

**At the Breakfast Club we believe all children have the right to play.** Play is the basis to providing healthy development and the well being of individuals. The club will provide a balanced structure of activities and play experiences.

### Accident and Emergency Procedures

If your child has an accident at the Breakfast Club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

### Sick Child Policy

Parents must inform the Breakfast Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the Breakfast Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

### Infectious & Communicable Diseases

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, vomiting and fevers of 101 deg F or 38 deg C or over.

### Parents Authority

Parents authorise the Breakfast Club to take all necessary action to safeguard and promote the welfare of the child.

### Parental Support

Parents are expected to give their support and encouragement to the aims of the Breakfast Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

### Loss of Property

The Breakfast Club will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

## **General Information**

### Start Times

The Breakfast Club runs from 7.45am to the beginning of the school day Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils.

Please do not arrive before 7.45am, as no child will be admitted to the club before this time.

You will be asked to sign a register when delivering your child to the Breakfast Club and to write the time of arrival.

### Breakfast

Breakfast will be served until 8.20am

All children may choose their breakfast from the following menu, which is subject to seasonal variations.

- Cereal
- Toast (with/without jam)
- Baked beans
- Scrambled egg
- Yogurt
- Fresh fruit
- Milk
- Apple/Orange juice
- Hot Chocolate

### Parentpay

Parents pay for the Breakfast Club via Parentpay. Parentpay ([www.parentpay.com](http://www.parentpay.com)) is a payment service that enables parents to pay online by credit or debit card, or in cash at any PayPoint store. If you require any further assistance regarding use of the Parentpay system, please contact the school office who will be more than happy to offer guidance. Payment with Childcare Vouchers will also be accepted.

### Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions but will still require a booking in advance with payment made through Parentpay.

The procedure for ad-hoc sessions remain the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health Forms must be completed before a child attends the Breakfast Club.

### Infant School children

Infant School children will be escorted by an adult to the Infant School in good time for the start of the school day.

### Contact Numbers

You can contact the school during school hours on the school telephone number 01454 867110 or the Breakfast Club mobile number (07851 510593) from 7.30 am

## **Entry to Bromley Heath Junior School Breakfast Club**

### Registration

Once a registration form has been completed and returned to us your child will be registered to attend the Breakfast Club. To book sessions, please complete a Booking Form (enclosed) indicating which sessions your child will be attending and return this to the school office or Breakfast Club Supervisor. **24 hours cancellation notice is required if a space is no longer required otherwise full charges will apply.**

### Fees & Payment

The fees are as follows:

The cost of each session is £4.00 and £3.80 for siblings.

Notice of any changes to fees will be given in writing as soon as possible.

Payment must be paid **in advance per term** either via Parentpay or the use of Childcare Vouchers.

If any fees remain outstanding one working week from becoming due a text reminder will be sent. If fees remain outstanding one working week from the text notice, a written reminder will be issued. **If fees still remain outstanding after the written warning your child's place may be withdrawn.**

### Cancellation

If parents do not wish their child to attend a session they must notify the Breakfast Club Supervisor as soon as possible on the school telephone number or the Breakfast Club mobile number (07851 510593).

**Sessions will remain chargeable for same day cancellations or for next day sessions if notice is received after 9am.**

Please note that fees will not be waived through unexplained absence i.e. holiday/sickness.

### Removal from the Breakfast Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the Breakfast Club Supervisor considers that the continued presence of the child is incompatible with the interests of the Breakfast Club. There would be no refund of fees in these circumstances.

### Disclosures/Child Protection

The Breakfast Club Supervisor must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

### Confidentiality

Parents agree to inform the Breakfast Club Supervisor of any information necessary to safeguard or promote their child's welfare. Breakfast Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

### Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The Breakfast Club will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

### Discipline

Parents hereby confirm that they accept the authority of the Breakfast Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Breakfast Club community. The Breakfast Club will follow the Behaviour Policy of Bromley Heath Junior School which incorporates both anti-bullying and racial equality.

### Photographs/video

Parents, who do not wish their children to be photographed or videoed in the Breakfast Club setting, must write to the Breakfast Club Supervisor stating this. Photographs/videos may be used in Breakfast Club promotional material such as press releases and the school website.

### Severe Weather

In the event of the Breakfast Club's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

### Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Breakfast Club Supervisor immediately, following the school's Complaints Policy.

**PLEASE SIGN, DATE AND RETURN THE SLIP BELOW TO THE SCHOOL OFFICE OR AFTER BREAKFAST CLUB SUPERVISOR BEFORE ATTENDING FIRST SESSION**

*I have read, understood and agree to comply with the Terms and Conditions of the Bromley Heath Junior School Breakfast Club.*

Name of child .....

.....

.....

Parent signature .....

Name in full .....

Relationship to child .....

Date .....