

Beaulieu Primary School Breakfast and Early Bird Club Policies & Procedures

This document outlines all the necessary policies and procedures relating specifically to Breakfast and Early Bird Club. Where a policy or procedure is covered by a whole school policy this document will signpost to the relevant policy or procedure on the school website.

Admissions and Fees Policy

Beaulieu Primary School Breakfast and Early Bird Club provides before school care for pupils of Beaulieu Village Primary School.

Places are open to **all** pupils who attend Beaulieu Village Primary School and are offered on a **first-come first-served** basis. When all places have been filled a waiting list will be established. Priority will be given to those children who have been on the waiting list the longest.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- The charging structure, the booking procedure and how to make payment
- Booking form, parent contact form, medical form

The child will be able to attend the Club as soon as the completed forms and payment are received.

If no places are available the parent will be inform and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, e.g booking, parent contact, booking and photo permission forms, before their children can attend the club. Bookings are per half term and should be made in advance of the start of the half term.

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one weeks' notice in writing is required.

Fee structure

Fees are charged at £3.50 per session for Breakfast Club and £2.00 per session for Early Bird Club.

- Fees are payable half termly in advance
- Fees can be paid online via Scopay or by cheque.
- Fees are charged for booked sessions whether the child attends or not

Charges will be reviewed termly

Late/Non Payment of fees

Admittance to Breakfast & Early Bird Club is dependant on fee's being paid in full, in advance. If there is difficulty in doing this then parents are advised to speak to a member of the school office staff in the first instance. An individual payment plan can be arranged if necessary.

If fees remain unpaid parents will be advised to clear the outstanding amount as soon as possible or to arrange to speak with a member of the school office staff to discuss how the outstanding amount will be paid. Continued non-payment of fees may result in a child's place being withdrawn until such time as the outstanding amount is cleared.

Arrivals Procedure

Breakfast Club will open at 7.45am. Please wait outside the Key Stage 1 Door in the courtyard until a member of breakfast club staff is present. Children must not be left unattended. Care must be taken as staff will be parking their cars during this time.

Early Bird Club will open at 8.15am. Please wait outside the Key Stage 1 Door in the courtyard until a member of breakfast club staff is present. Children must not be left unattended. Care must be taken as staff will be parking their cars during this time.

Due to limited space and likely traffic coming into the car park parents/carers cannot park in the school car park before breakfast club or early bird club.

Use of Pupil Registers

Children will be registered by Breakfast Club staff at the start of the session. In case of emergency where children have to be evacuated from the building the register will be taken and the children checked against the register to ensure they are present.

Food

Breakfast Club will provide a healthy breakfast, served between 7.45am – 8.10am. Any child arriving after 8.10am will not be able to receive a breakfast.

Breakfast Club staff have undertaken a Food Safety e-learning module.

Activities

Breakfast Club will provide a range of activities including games, puzzles, art and sport.

First Aid

Accidents will be treated by a trained First Aider. Breakfast Club will follow the school's First Aid Policy.

Medication

Medication will be administered according to the existing school policy on Medication.

Health & Safety

Breakfast Club is run by the school and the existing Health & Safety Policy will be followed.

Safeguarding

In accordance with safeguarding arrangements all Breakfast Club staff will have current DBS clearance. Breakfast Club staff will follow existing school policies and procedures for child protection and code of conduct.

This policy should be read in conjunction with the following policies, which can be found on the school website

- Health and Safety
- Safeguarding
- First Aid
- Administration of Medicine

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| This policy was adopted by [Insert club name] | Date: |
| To be reviewed: [Insert date] | Signed: [by Manager/Proprietor] |