

Breakfast Club Policy

Introduction

The Club is run by Bardfield Academy and exists to provide high quality out-of-school hours childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7:30am – 8:30am during term-time only, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents/carers of children attending the Club and is also available on the school website.

All parents/carers MUST complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Bardfield Academy are eligible to attend this club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to club. You should enter the club via the Wooden steps on the KS2 Playground.
- Children will be escorted to class at 8:30am by the club staff.

Daily Routine

Morning session

- 7:30am – 8:25am parents/carers bring their children to the Breakfast Club situated in the Music Studio where a range of activities are set out.
- Children are offered breakfast (a choice of their own)
- 8:25am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate classroom or building where they meet up with the rest of the children awaiting the start of school.

Behaviour

Whilst attending the Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

- Enjoy their time at the Club.
- Positive behaviour is encouraged by:
- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents/carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents/ carers of any child who become unwell during Club will be contacted immediately.

Payment of Fees

It is a requirement of the club that parents/carers pay their fees promptly in advance through ParentMail. Each session is £2.00

The parent/carer signing the club's registration form is known as the 'contracting parent/carer and is responsible for payment of all fees.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Related Whole School Policies:

- Child protection Policy
- Equal opportunities Policy
- Health and Safety Policy

Agreed Date: September 2021

Review Date: July 2022