## Harrowbarrow School Breakfast Club Policy

Aims:

* To support working parents by providing early morning childcare from 8.00am (please do not drop your child off before this time) to the start of the school day.
* To offer the children the opportunity of having a healthy breakfast at the start of the school day, providing an area for children to do homework, read, draw, play with constructions toys and board games in a safe and friendly environment.

Agreement:

1. The breakfast club will be run by Harrowbarrow School.
2. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be at least two members of staff on the premises at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
8. The Club will operate for children attending Harrowbarrow School only. Membership of the club is available to children when they start in Reception.
9. Sessions must be booked on a half termly basis through the school office. Late bookings will be accommodated if space is available.
10. **Each session costs £2.00** and covers the cost of care and a simple breakfast of cereal, toast, and a drink. Parents will be given one month’s notice of any increase in fees. All fees must be paid online. Breakfast Club staff will not be able to accept cash or cheques.
11. Cancellations must be made at least 24 hours before the booked session. The school reserves the right to charge for non-cancellations.
12. Breakfast will finish being served at 8.30am.
13. At 8.40am the children will be taken/sent to their respective classrooms, depending upon their age.
14. Should the Breakfast Club not remain viable, the school will give parents half a term’s notice of closure.
15. If a child becomes ill during a session, every attempt will be made to contact one of the people on the school’s contact list to arrange collection.
16. Parents are asked to keep the school informed of any change of emergency contact details or medical details via the school office or Parent Lite App.

**Harrowbarrow School**

**Breakfast Club Registration Form**

**Sept 2021 – July 2022**

|  |  |  |
| --- | --- | --- |
| Child’s Full Name: | | Address: |
| Age: | Class: | Parent/Carer contact details  Home:  Mobile:  Work:  Other: |

|  |
| --- |
| Please indicate if your child has any medical conditions or allergies: |
| Please indicate if your child has any specific dietary requirements: |

**Harrowbarrow School Breakfast Club Booking Form**

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child will be attending the Breakfast Club sessions on the following days for the half term indicated:

*Please Tick*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Mon |  | Tues |  | Weds |  | Thurs |  | Fri |  |
| First Half Autumn Term 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Autumn Term 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| First Half Spring Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Spring Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| First Half Summer Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Summer Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |

Parent/Carer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Date