

# Breakfast Club

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Little Pippins Breakfast Club opened in September 2005. Children who attend either Little Pippins Pre-school or Harwell County Primary School may attend the Breakfast Club. The age range of children attending Breakfast Club will be from 3 to 11 years.

## Aims and Objectives

To provide a Breakfast Club that supports working families by providing a safe, healthy and useful environment for pupils from 8am to 8.45am (to 9.15am for Pre-school children) on school days.

The Breakfast Club will:

- Be well used and valued by children and adults.
- Impose no extra burden on the smooth running of the normal pre-school day.

The Breakfast Club is not providing the same service as the pre-school provision.

## Policies

The club is subject to the same policies and procedures that apply to and have been adopted by Little Pippins Pre-school staff and Management Committee. The Little Pippins Safeguarding Policy applies to Breakfast Club.

## Staffing

Staffing will include:

- Breakfast Club Leader (Designated Safeguarding Lead)
- Play Assistant/s
- A qualified Paediatric first aider
- Staff to child ratio will be 1:8 regardless of the age range of children.

The Breakfast Club Leader is ultimately responsible, though the assistant may act on their behalf.

All staff are under the direct supervision of the Senior Practice Manager in line with the Pre-school's staff policies. It is not expected that the Senior Practice Manager is always on site whilst the breakfast club is in operation, however, the Senior Practice Manager will be on site from time to time, for example, for quality control purposes.

Staff must inform the Breakfast Club Leader and each other of their absence. The Senior Practice Manager will arrange cover should it be required.

## **Behaviour**

The Breakfast Club is subject to the same policies, procedures and expectations that apply to the Pre-school as demonstrated through Little Pippins' Behaviour Policy and Code of Conduct.

The following additional points should be noted however:

- Parents/carers must guarantee their children's good behaviour.
- Behaviour will be strictly monitored so that the well being of all children is ascertained.
- Children who misbehave will, after one written warning, be removed from the register and payment reimbursed.

## **Reserving Places and Payment**

To attend the Breakfast Club, Parent/Carers need to complete a Little Pippins Information and Permissions Form. Prior to each term, a booking form is completed to reserve places and payment for the term must be made in advance.

- Fees are not refundable for absence due to illness or other family commitments.
- Money is refundable however for reasons caused by the pre-school e.g. Pre-school or school closure. Unclaimed credits can be carried forward and deducted from the next terms fees.
- Parents may signify a booked holiday when reserving places and adjust payments accordingly at the point of payment.
- Parents/carers may reserve places every day of every week or for a specific combination.
- Places are limited though, depending on demand, provision could expand in the future.
- Whenever possible, two emergency places are kept for every session and may be used by Parents/carers at short notice as a one off. Payment is to be made on the day of use.
- The fees are subject to review annually and the current fee is published in the prospectus and on our website.
- Attendance is not a statutory requirement and no extra financial support can be provided by Little Pippins for individuals. It is not possible to access the HAVC Fund for Breakfast Club sessions.
- Payments made by childcare vouchers are not refundable, but overpayments can be carried forward to the next term. Credits must be used within one calendar year. It is the parent's/carer's responsibility to adjust voucher payment amounts.

## **Organisational Procedures**

- Parents/carers are responsible for ensuring the safe arrival of children into the premises.

- Staff will arrive at the premises and set up breakfast.. Breakfast Club opens at 8.00am. When children arrive, and parents will self-register their child noting the time of arrival. Children must arrive before 8.30am or by 8.20am if they require breakfast.
- Breakfast will be served until 8:20am. A choice of nut free cereals, bread and toast, beans or eggs on toast, fruit, juice, yogurts and milk will be offered. Additional preferences may be supplied by the parent/carer or requested in advance if essential, for example, for special dietary requirements including allergies.
- Children will be encouraged to have breakfast except when staff have been informed otherwise by the parent/carer.
- Food will be taken at the table closest to the kitchen.
- Activities will be provided and a weekly 'play menu' will be displayed. Variety will be given based on age range of the children.
- A quiet area will be available for children wishing to read or complete homework. The staff will be available to support learning.
- Any ICT programs used on laptops or i-pads will be of a high quality and encourage enquiring and creativity.
- Children in Class 6 may be permitted to walk to school alone if written permission is given in advance by their parent. In this case it is the parent's responsibility to ensure their child arrives safely at school.
- Staff will accompany children with permission to walk alone to school off Pippins premises to the highway pavement.
- At 8.45 a.m. school pupils join the walking bus to Harwell Primary School. Pre-school children, when possible, can remain on the premises with the appropriate staff:child ratio and with never less than two members of staff. Otherwise they will be required to join the walking bus to school, which will return by 9.15am to the Pre-School.
- Parents/carers must provide suitable outdoor clothing, e.g. coat and suitable footwear in wet weather.
- Staff and children are provided with high visibility vests for the walking bus which must be worn.
- School pupils on the walking bus will remain under the supervision of Breakfast Club staff until they are handed over to their class teacher, or their representative, prior to the start of school at 8.55am
- The Operational Plan and all other policies set down by Little Pippins Management Committee will apply to the Breakfast Club.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 29<sup>th</sup> January 2018

Signed on behalf of the Management Committee ... *Vicky Lay*

Role of signatory: Chair

Review date: January 2019