

# Hadleigh Infants & Nursery School

## Rise & Shine Breakfast Club



Welcome to the Hadleigh Infants & Nursery School Rise & Shine Breakfast Club.

The breakfast club will start at 7.30am each morning until the start of school at 8.45. Children will be taken to their classrooms at the end of each session and Junior school children will be accompanied to the Junior School for 8.35am.

The club will be based in the dining hall and drop off access will be through the rear door.

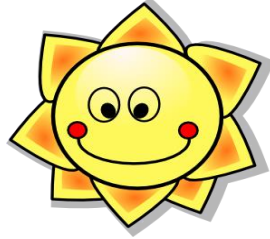
Breakfast will be served between 7.30am and 8am. The full breakfast will consist of a drink of Milk, Water or Juice, a choice of cereal, a toasted item and fruit. Water will be available throughout the session.

A range of activities will be provided for the children each day including puzzle sheets, arts and crafts, games, puzzles and Lego. Our aim is to make this a home from home environment and we will include a comfy corner where books can be read or the children can just relax.

If you would like to book a place for your child, please collect the relevant forms from the office which will explain the full terms and conditions.

The cost of this facility will be £4.50 for the first child and subsequent siblings £4.00 each. Ad-hoc spaces when available will be £5.00. Payment for regular spaces will be required in advance. You can contact us through the closed Facebook Group '*Rise & Shine Breakfast Club at Hadleigh Infants*'.

# **Rise & Shine Breakfast Club**



## **TERMS & CONDITIONS** **POLICIES AND PROCEDURES**

### **Opening Hours**

Rise & Shine Breakfast Club will be open from 7.30am – 8.45pm term time only. It will not be open on training days/bank holidays or school holidays.

### **Arrival at 7.30am and Departure from 8.35am**

Rise & Shine will not commence prior to 7.30am. Parents should accompany their child/ren to the school entrance and will need to sign their child/ren into the club. At no point should a child be left to enter the club without an adult. We cannot be held responsible for any children until the point that they are signed into the club.

### **Staff**

All staff are CRB checked and will have a First Aider on site.

### **Activities**

Once the children have settled we will serve breakfast. After this we will organise activities each day, puzzle sheets, arts and crafts, games, puzzles and Lego. We will also have a comfy corner where books can be read or the children can simply relax.

### **Absences**

Please inform us if your child is going to be absent.

### **Sickness**

Please do not send your child to the Breakfast Club if they are showing signs of illness such as a rash, eye discharge, diarrhoea, vomiting or any contagious illness. Please keep him or her at home until the symptoms have cleared up.

### **Payment**

All cheques should be made payable to Hadleigh Infants and Nursery School and for full time places fees will be payable half termly. There is no refund for sickness or holidays. At the end of each half term children that have regular bookings, will receive a slip stating the amount owed for the following half term. The cheque or cash should then be put into a sealed envelope with the child/children's name and the amount written on the front. As with the school's dinner money system, we will no longer be able to give any change, but the money will be carried forward to cover any future payments. As with the dinner money system, we will no longer be able to give any change, but the money will be carried forward to cover any future payments.

### **Notice**

If you no longer require your child to attend the Breakfast Club where possible please give at least two weeks' notice, in writing.

### **Breakfast**

The children will be offered water at all times. The breakfast provided will consist of a choice of Milk, Water or Juice. On offer will also be a choice of cereal a toasted item and fruit. Please make sure that we are aware of any food allergies.

### **Valuables**

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss.

### **Parental/Carer Involvement**

The staff at the Breakfast Club will be happy to discuss any matters concerning your child/ren with you and if desired a meeting can be arranged at a mutually convenient time. Most children settle well however, should your child not settle after a reasonable period of time we may have to consider whether it is right for your child continue attending. We will work closely with you at all times to ensure that your child/ren's best interests are met.

### **Behaviour Management**

Being part of the school we adhere to the schools behaviour policy. A copy of this can be requested from the office. We operate a strict no-bullying policy and all children are encouraged to report any such incidents to a member of staff.

### **Complaints and Grievances**

If you have any issues, concerns or ideas about the Breakfast Club please feel free to discuss these with us your feedback is always appreciated. However, should you not be happy with our findings please speak to the Head teacher.

### **Equal Opportunities**

We are committed to providing excellent care for all children regardless of their culture, race, religion, social background or gender.

### **Child Protection**

We comply with local child protection procedures.

### **Adhoc Spaces**

If you do not require a regular space you can book your child in for the odd session as and when you require. We do require completion of all forms and payment will be required on the day to enable your child to attend. These spaces can be booked by dropping completed forms into the Reception Office or using the closed Facebook Group '*Rise & Shine Breakfast Club at Hadleigh Infants*'.

# Rise & Shine Breakfast Club



## **Booking Form**

The Rise & Shine Breakfast Club operates Monday, Tuesday, Wednesday, Thursday and Friday between 7.30am – 8.45am during term time only. The cost per session is £4.50 including breakfast and subsequent siblings are £4.00 each.

**Start Date**.....

**Weekly Requirements:** Could you please let us know what sessions you wish to do next term.

Monday	Tuesday	Wednesday	Thursday	Friday

(Please indicate with an **X** which days you require)

**Child/Children's name/s**\_\_\_\_\_

Date of Birth\_\_\_\_\_ Age\_\_\_\_\_ Male/Female\_\_\_\_\_

**Parent/Carer/Guardian** First Name\_\_\_\_\_ Surname\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

## **Contact Telephone Numbers**

**Home:**\_\_\_\_\_

**Work:**\_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Emergency numbers, please provide 2 other people we can contact in the event that we cannot make contact with you. Please include name, number & relationship to child.

# **Rise & Shine Breakfast Club**



## **CARE INFORMATION**

### **Allergies**

We will be providing the children with water, milk and or juice to drink and breakfast. The breakfast will consist of toast, fruit and a variety of cereals. If your child has any allergies please indicate below.

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### **Doctor**

Please give details of Doctor and Surgery with whom registered: \_\_\_\_\_

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### **Drop off Arrangements**

The child/ren will be dropped off by: \_\_\_\_\_ Relationship \_\_\_\_\_

Please give name and relationship, e.g. mother; guardian etc who will identify themselves and the child providing information about the child/ren e.g. dates of birth.

I agree to inform you in advance if the above arrangement for dropping my child/ren is to be altered.

### **Photography**

It is a legal requirement that we request your permission to photograph your child/ren whilst they are attending the Breakfast Club. We may wish to take photographs during the Club (e.g. for publicity of the Club or display purposes).

I agree to my child/ren being photographed for the above purposes whilst attending the Club.

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_



### **DIETARY FORM**

We will be providing the children with water, milk and or juice to drink and breakfast. The breakfast will consist of toast, fruit and a variety of cereals. If your child is allergic to any foods please indicate below:

NAME OF CHILD/REN: \_\_\_\_\_

### **ALLERGIES**

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SIGNED \_\_\_\_\_ Print Name \_\_\_\_\_

DATE \_\_\_\_\_