



**Breakfast Club**

**2023/2024**

## **Information**

Breakfast Club is available from 7.30am each morning until the start of school at 8.45am. Children will be taken to their classrooms at the end of each session. The club will be based in the School Hall and drop off access will be through the rear door adjacent to the playground.

Breakfast is served between 7.30am and 8am. The children will be able to choose from Milk, Water or Juice, various cereals, 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, Lego and story sharing.

The cost of this facility will be £6.00 for the first child and subsequent siblings £5.00 each. Payment for Breakfast Club will need to be made using our online payment system SchoolMoney.

Before coming along to Breakfast Club, parents/carers **must** complete the Registration form. Once this has been received, children can come along either on a regular or adhoc basis.

For any further information, please do not hesitate to contact the School Office or email [admin@hadleigh-inf.essex.sch.uk](mailto:admin@hadleigh-inf.essex.sch.uk)

## **Arrival at Breakfast Club**

If attending Breakfast Club, you and your child will need to enter the hall via the entrance adjacent to the school playground. At no point should a child be left to enter the club without an adult. The doors to the hall will be opened promptly at 7:30am. Please ensure you have seen a member of staff before leaving your child.

## **Staff**

All staff will have relevant DBS checks and are First Aid trained. All members of the Breakfast Club staff are active members of the Hadleigh Infants and Nursery School support staff.

## **Sickness**

The Breakfast Club will operate within the same sickness policy as school, a copy of this is available to view on the website.

## **Payment**

When notified, payment for Breakfast Club will need to be made using our online payment system SchoolMoney. Balances should be cleared on a monthly basis. If you require any assistance with access to SchoolMoney, please email [finance@hadleigh-inf.essex.sch.uk](mailto:finance@hadleigh-inf.essex.sch.uk)

## **Valuables**

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss. Please note that the use of electronic devices (including mobile phones) is not permitted whilst attending Breakfast Club.

## **Parental/Carer Involvement**

The staff at the Breakfast Club will be happy to discuss any matters, relating to the club, concerning your child with you and if desired a virtual meeting or phone call 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 to continue attending. We will work closely with you at all times to ensure that your child's best interests are met whilst in Breakfast Club.

## **Behaviour Management**

Being part of the school, we adhere to the school's Behaviour Policy. A copy of this can be found on the school's website. 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. For further details, please refer to our Complaints Policy on the school's website.

## **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 and follow the school's child protection policies and procedures. If you have any concerns relating to the safety of a child, please report them to one of the school's designated safeguarding leaders – Mrs L Fynn, Mrs D Glanville, Miss M Hoath, Miss K Ryan or Mrs K Strickland.

## Breakfast Club

Start Date.....

Weekly Requirements: Could you please let us know what sessions you wish your child to attend Breakfast Club.

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 \_\_\_\_\_

School \_\_\_\_\_ Class \_\_\_\_\_

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

Address \_\_\_\_\_

### Contact Telephone Numbers

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

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

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

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

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

### Emergency contact 1

Name/Relationship: \_\_\_\_\_ / \_\_\_\_\_

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

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

### Emergency contact 2

Name/Relationship: \_\_\_\_\_ / \_\_\_\_\_

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

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

## **Breakfast Club**

### **CARE INFORMATION**

#### **Allergies**

We will be providing the children with a range of snacks and drinks. 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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#### **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 \_\_\_\_\_