

Breakfast Club Policy - Lansdowne



Reviewed February 2019

Timings

Breakfast Club operates from 7.30am – 8.30 am and current costs for each session are as follows:

£2.50 per session

Admissions

- Only children attending Lansdowne Primary School are eligible to attend the Club.
- All places are subject to availability.
- An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect child.
- Parents are made aware of how to access policies and procedures.
- Irregular users are welcomed provided there are spaces.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register and parents must sign their children out when they leave.
- Copies of the Club policy are given to all parents of children attending Club and are also available upon request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Club policy.

Arrival and departure

- Parents/Carers are required to bring their child directly to club and sign them in.
- Children will be escorted onto the relevant playgrounds at 8.30am by the Breakfast club staff.

Daily routine

At 7.30am – 8.30am parents bring their children to Breakfast Club situated in the Main Hall where a range of activities are set out. A healthy breakfast will be available for children from 7.30am - 8.15am. At 8.30am children collect their coats and bags. Both Infant and Junior children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school. EYFS children are taken to their classroom.

Safeguarding

Our school is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. The school adheres to the KSCB Safeguarding Children Procedures April 2018. The full KSCB procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk. You can find our Child Protection Policy on our website www.lansdowne.kent.sch.uk

Behaviour

Our Breakfast Club follows the Behaviour and Anti-Bullying Policy of the School

First aid

- All accidents will be recorded in an accident book, accurately reported to the parents/carer 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 of any child who become unwell during Breakfast Club will be contacted immediately.

Missing or uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

Appropriate school staff will be informed of the missing child. Club Leader will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Payment of fees

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.
- Payments must be made in advance, either termly, monthly, weekly or daily. There are no exceptions to this as it is essential that the club is self-financing.
- If you are paying daily, payment must be made in the morning of that day.
- Payments should be made via card payment or bank transfer.
- Childcare vouchers are also accepted.
- To pay via bank transfer, please use the following details:

Bank name: Nat West Bank plc

Account name: Lansdowne Primary School

Account number: 94846421

Sort Code: 60-04-27

Ref: CHILDSNAME-BCLUB

- Use of the club will be restricted if payment is not received.
- The Trust will implement its Debt Recovery policy when required.