



Breakfast Club Parent/Carer Information

Welcome to the Henleaze Breakfast Club. Please find below some information about who we are, what we do and our club policies.

General Background

The club has been set up to provide a healthy breakfast and childcare before school for Henleaze Infants and Henleaze Junior Schools, Bristol.

The club is managed by the School and is run on a day-to-day basis by salaried staff. Senior staff are qualified and all our staff have experience in playwork, childcare or teaching. All staff are vetted and go through police checks. Staff are supported and supervised by the Head Teacher. The staff of the club work to ensure that it runs smoothly and responds to the needs of the children in our care.

We aim to ensure that everyone is happy that the service is safe, efficient and fun and has a voice in the way that the club is run.

It is our aim to provide your child/ren with a healthy, fun, caring and friendly environment that meets their individual needs throughout term time.

Opening Times

The Breakfast Club operates from **8.00 am until 8.50 am, every weekday** located in the **infant school** dining hall. A healthy breakfast is provided during the session; arrivals from 8:25 am and after will not be guaranteed a breakfast.

Breakfast and Play

We know a good start to the day is important. We aim to provide healthy food, a sociable and calm environment and opportunities for low key play. We believe the opportunities offered help support and enhance the natural development of children into healthy and confident young people.

We ensure that children can make choices, as this develops both decision making and their individuality.

Booking a Place

Before children can use the club, parents/carers **must** complete our Annual Registration Form which includes booking details. The administrator will confirm if there are spaces available by sending an email together with a .pdf invoice with payment instructions. If not you will go on the waiting list. This is managed on a first come first serve basis, priority places are given to single parents and siblings. When places do become available the administrator will contact you by



email with an offer of sessions. Forms are available from the Infant School Office, Breakfast Club and from the administrator.

Once we have confirmed your child's place, that place will be yours until your child leaves the club or you decide to cancel by giving four weeks' notice in writing.

The club is open to 4 - 11 year olds.

Fees

Breakfast Club sessions cost £5 per child. Fees are due termly in advance, cheque, payable to Bristol City Council, voucher or cash. You will be invoiced by email. Any fees outstanding following a reminder from the administrator will incur a late payment fine of £10.

Information is available from the administrator regarding childcare vouchers.

If there are any problems with payments, please contact the administrator. Your enquiry will be dealt with in confidence, but we will ask you to sign an agreement. We will always pursue outstanding fees and continued non-payment of fees will forfeit your right to your place at the club.

Sickness

If your child has suffered from sickness or diarrhoea they will not be able to attend the club. Children have to be well for 48 hours before re-attending the club. We will check information on other illness or infections using the Guidance on Infection Control chart.

If your child becomes ill while at the club you will be contacted to collect your child. If you are not available, we will contact those listed under Emergency Contact Numbers on your Child's Registration Form.

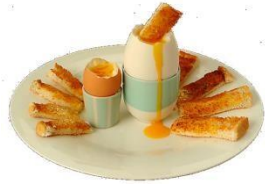
Medication

If a child needs prescribed ongoing medication, e.g. asthma inhaler, to allow them to attend Breakfast Club this needs to be indicated on the Registration Form and the school's Administration of Medication procedure followed.

For all Henleaze Junior School Children attending Breakfast Club who need medication, a Henleaze Infant School Care plan must be completed and prescribed medicine supplied to the school.

Absences

Please notify the administrator/play leader if your child will not be attending, email: breakfastclubhenleaze@bristol-schools.uk



Parents/Carers are obliged to give four weeks' notice, in writing, if they wish to cancel any days.

Secure Arrival and Departure

The club is based on the school site. Parents/Carers who are dropping off children and official visitors will be able to gain access to the club in the dining hall by pressing the buzzer. All visitors will be asked to complete the school's Visitor's Book. Children outside will be supervised by staff and be in their sight.

All children will be signed in to the club by their parents/carers. Juniors will be taken across to the Junior School playground at 8.45am. Infants will be delivered to their classrooms at 8.50am.

Staff

During the session the children will be supervised by at least two members of staff who will be deployed to ensure safety. Breakfast is served in the dining hall and play activities are set out in the main hall.

Arrivals

Only people authorised by the parents/carers are allowed to drop off children, (please see Registration Form for details). You must tell us of any changes. Passing on information through a child will not be accepted. Identification will be required if a person is not known. The club will not allow people under the age of 18 to drop off children unless parents/carers give written permission. When a child is dropped off, the parent/carer will sign the attendance register and add the time to ensure there is an accurate record of times of attendance.

What Happens at Breakfast Club

The club runs from 8am to 8.50am.

Breakfast is in the dining hall, we have a choice of hot food (eg:toast, brioche, crumpet, eggs) or cereals, (shreddies, cheerios, cornflakes, weetabix) yoghurts and fruit. Drinks of fruit juice and water are available. We ask children to eat before going to play.

Once children have eaten they then can move to the main hall where activities are set out for low-key play. The children always have the opportunity of choosing which activities they want to join in with. We also have a wide range of free play equipment including Lego, books, drawing, card and board games.



All planning, play equipment and materials will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-cultural society.

All food provided by the club is healthy, nut free and vegetarian. We will strive to meet all medical, cultural and dietary needs as informed by parents/carers. Water is available to children at all times.



Policy statements

We have detailed policies covering a number of areas. Many of these are schools policies and some are specific to the club. Copies of the full policy statements are available upon request.

Schools:

- Administration of Medication
- Dealing with Bullying
- Behaviour Management
- Child Protection/Safeguarding/ Mobile Phone/Photography
- Complaints
- Code of Conduct
- Equalities
- Fire Safety
- First Aid
- Health and Safety
- No Smoking
- Staff
- Whistleblowing

In addition, the Breakfast Club has specific procedures, these are:

- Admissions
- Arrival and Departures
- Finance
- Food and Kitchen Hygiene
- Missing Child
- Parent Pack Information
- Registration/Registers
- Risk Assessments
- Sick Child



Everyone coming into the premises has a responsibility to conduct themselves in such a matter that will ensure the health and safety of themselves and others. We want this to be positive place for children and expect the highest standards of behaviour from all. No smoking and no dogs.



Cameras, Videos, Mobile Phones and E-Safety

We ask that children are not sent with mobile phones or hand held gaming devices as these may not be internet compliant.

Accidents

In the event of minor injuries, two of the Breakfast Club staff have a Paediatric First Aid qualification and is responsible for any necessary treatment. Any accidents and/or treatment will be recorded in the Bump Book. Parents/Carers will be informed in writing. The Bump Book will be reviewed at regular intervals.

Emergencies

Please ensure that the Breakfast Club staff has up to date emergency contact numbers. In the case of a serious accident or emergency you will be contacted as soon as possible.

Behaviour and Discipline

We aim to ensure every member of the school community feels happy, safe, valued and respected. We will follow the school's behaviour policy. We will set rules with the children for Breakfast Club. We see parents/carers as partners and will discuss any issues with them.

In line with school procedures in an emergency we will only physically intervene to prevent a child harming them self or other children. This will be recorded and shared with parents/carers and dealt with in line with the behaviour policy.



Childcare Tax Credit

As working parents you may be entitled to tax credits to contribute towards the cost of your childcare. Further information can be obtained from the Tax Credit Helpline 0345 300 3900 or by visiting

<https://www.gov.uk/help-with-childcare-costs/tax-credits>

Ofsted Number: 109144

Early Years Foundation Stage (EYFS)

Children under 5 will have a named key worker, who will liaise with their teacher and you, so their needs are best met.



Parent /Carer Complaints

If you are unhappy about anything to do with the setting please talk to the Play Leader. If this is not possible you can speak to the Head Teacher/Assistant Head. We will do everything we can to resolve any difficulties. For further details please see the full School's Complaints Procedure.

Feedback

We welcome feedback. Please let us know your views!

If you would like any more information, please don't hesitate to contact us.

And Finally... Contact Details

Please email Breakfast Club direct if you wish to contact us:

breakfastclubhenleazei@bristol-schools.uk

Henleaze Infants School Office:

0117 377 2442

henleaze.i@bristol-schools.uk