



## KNOWSLEY VILLAGE PRIMARY SCHOOL



### **BREAKFAST CLUB**

### **POLICY DOCUMENT**

From September 2022

This policy document details the information parents should read, agree and sign when opting for a place in BREAKFAST CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in Breakfast Club is provided to pupils by Knowsley Village School. Breakfast Club is an Ofsted registered service as it is part of Knowsley Village Primary School, which is Ofsted registered. The Policy was agreed by Governors on 13/07/22

Appropriate policies and procedures are in place within the Breakfast Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

This is a non-profit organisation and charges are used to pay for staffing, food resources and activities. Therefore, there will be a charge for Breakfast Club.

All school policies and procedures will apply to Breakfast Club. These are available on request.

#### **Charging:**

- Breakfast Club Charges: £2.50 a session from 7.45 am until 8.45am (if 5 sessions are booked in a week there is a reduction to £2.00 a session).
- Payment should be made weekly or in advance monthly or half-termly. (Cheques should be made payable to Knowsley Village Primary School). Parentpay is also available.
- Payment is required for all booked sessions, pre booked or emergency session booked on the day, even if the child does not attend.
- Payment for Breakfast Club should be made via the payment options available, through the school office, cheque or Parentpay. A receipt should be obtained for any cash handed in.
- One weeks **paid** notice is required if a regular, non-emergency place, in Breakfast Club is to be terminated by Parents. Parents will be given one week's notice if a place in Breakfast Club is to be terminated by Knowsley Village Primary School due to non-payment of accounts.
- In the unlikely event that Breakfast Club is cancelled by Knowsley Village Primary there will be no charge and as much notice as possible will be given to parents.
- In the event that non-payment for Breakfast Club causes arrears the child's place will be withdrawn, until the debt cleared. Every effort will be made by the school to recover any debt by outstanding charges.

## **Breakfast**

- During Breakfast Club a nutritious healthy breakfast will be provided. Any special dietary needs, reported to us will be noted.

## **Activities:**

- Breakfast Club will provide age appropriate experiences & activities for children whilst they are in our care.

## **Accidents/Medication**

- Any medicines required or brought into school during Breakfast Club should be recorded on the appropriate forms.
- If a child becomes ill whilst in Breakfast Club, it may be necessary for the parent to collect them.
- In the event of an accident we will initially contact the parent/carer or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. Any changes should be notified immediately.
- Records will be kept of any Accident / incident resulting in an injury you will be required to sign these records.

## **Behaviour**

- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter.
- All school policies and procedures will apply to Breakfast Club. These are available on request.



## Knowsley Village Primary Breakfast Club Policy

Please provide your signature to confirm you have read this policy

### **Contract between Knowsley Village Primary School and**

**Parent/Guardian Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent /Guardian:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Childs Name** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Breakfast Club from 7.45 am until 8.45am, £2.50 per session (or £ 10.00 for 5 days)**

**MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY**

**Contact Number** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

**Medical sheet completed and attached. YES/NO**



Dear Parents/ Carers,

We are committed to catering for the needs of your children. We would like to update all internal medical records and systems to ensure that all information is correct and up to date so that our systems and files are clear. Please complete this questionnaire and return it to school as soon as possible. Thank you for your assistance.

Name of Child		Class	
Name & address of family doctor.		Clinic attended	
Does your child suffer from, or is attending hospital to investigate, any of the following conditions? If so, please give details of symptoms to watch for and what treatment is necessary should symptoms arise whilst your child is at school.			
Condition	Symptoms	Treatment	Medication necessary in school
Allergies			
Asthma			
Convulsions			
Ears			
Eczema			
Eyes			
Hay fever			
Syndromes			
Other illnesses (Please state)			
If there is any reason why your child may not be able to participate fully in Physical Education (PE) at school, please give details below. Continue on the back if necessary.			
If you consider that there is something else which may affect your child's health, please let us know below:			