

BREAKFAST CLUB

2023-2024

OUR LADY AND ST EDWARD'S
PRIMARY AND NURSERY
CATHOLIC VOLUNTARY
ACADEMY



Introduction

Our Lady and St Edward's Breakfast Club is available every day from 7:45 - 8:40am. Breakfast including cereals, toast and drinks will be available each day until 8:10am. There will always be two members of staff overseeing the club. These will be Mrs Chyla and Mrs Rogers.

Behaviour

Whilst children are at the club being cared for by our staff, they will be expected to follow the positive behaviour expectations below, which link to the school's core values of fairness, respect, caring and responsibility:

- Listen to all staff members and follow their instructions
- Walk carefully around the club (no running)
- Use respectful language
- Kind play (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within the club and this will be dealt with in line with current school policy. Please ask staff to see the school's anti-bullying policy for further information.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities. Everyone at the club will be treated as an individual in order that their needs are met.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with. Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

Parents are advised to inform staff at the club if their child has any special needs, dietary requirements, medical conditions or allergies which may affect a child's behaviour. There is a section on the registration form for this information. All personal information is dealt with in the strictest confidence by all members of our staff.

Procedure for Dealing with Challenging Behaviour

Staff members are trained to deal with challenging behaviour. To promote positive behaviour within the club, rules and expectations are used. These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not.

The club will never exclude a child without trying to help the child first. There are many ways in which the club promote positive behaviour for all children:

- Praising the children for good behaviour.
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents.
- Time out sessions.
- Working in partnership with parents and the school and organisations where appropriate.

Toys and equipment

Our Lady and St Edwards is aware that equipment will not last forever with lots of children using it. However, we encourage your child to respect the equipment and toys.

Fees Agreement and Contract

IMPORTANT PAYMENT INFORMATION

Breakfast Club Sessions **cost £2.50 per child**. Breakfast Club is also available for children who are in receipt of pupil premium funding. In line with all other childcare providers any pre booked sessions must be paid for.

Breakfast Club requires payment in advance where possible for your child's sessions. Payment is made via the Arbor app in advance.

If payment is not made before the start of each session this could result in your child losing their allocated place within the club.

If you have any questions or queries regarding payment, please do not hesitate to contact us. We are here to give you support, help and advice wherever we can.

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The Supervisor of the club will advise of any charges and if there is a regular problem occurring then they have the right to discontinue with this agreement/childcare.

Cancelling Sessions

If you no longer require your child to attend Breakfast Club, then please inform the School Office. A week's notice is required if you intend to withdraw your child permanently. Payment must also be made if your child does not attend breakfast club, but has registered or previously booked.

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Form A

Our Lady and St Edward's Breakfast Club Contract

Contract period: September 2023 to July 2024

This contract is between Our Lady and St Edward's Breakfast Club and the parent/carer of the child registered.

I wish for my child

(Please enter name of child attending the club)

Class: _____

To attend Breakfast Club on the following mornings:

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays
- I wish my child to attend ad hoc sessions and will contact the School Office when these sessions are required. (these sessions will be dependent on availability)

Commencing (date): _____

If any days are required to be cancelled or changed, then please notify the School Office as soon as possible. Sessions are required to be paid for in advance unless you require ad hoc sessions, these are expected to be paid as soon as possible.

Signed: _____

(Parent/Carer)

Print name: _____ Date: _____

Mobile number: _____

Form B

Our Lady and St Edward's Breakfast Club

Declaration 1.1

I have read the behaviour and discipline agreement and agree to all the terms and conditions set out within this contract.

I am aware of the way in which staff will deal with unwanted behaviour if it occurs. If my child's develops any unwanted behaviour within the club, then I will work in partnership with club staff in order to resolve my child's behaviour issues.

I have read and understood the information on rules and expectations and agree to inform my child of these expectations. I agree to all the terms and conditions of rules and expectations while my child is attending the club.

Declaration 1.2

I agree to ensure that all my child's breakfast club sessions are paid for in advance where possible. I have read the fees agreement and understand all the terms and conditions set within this contract.

I understand that my child's place can be cancelled at any time if I do not comply with the terms and conditions of this contract.

Signed: _____

(Parent/Carer)

Print name: _____

Date: _____