

SPIJS Breakfast Club



Tel: 020 8647 9322

Email: lwarren@cirrustrust.uk

Dear Parent/Carer,

Thank you for your enquiry about a placement at our breakfast club and I am pleased to provide appropriate information.

To book a place for your child(ren), please read the Parent Information guide, then complete the enclosed Child Registration form(s) and return to me. A form must be completed for each child attending. On receipt of the form(s), I will confirm the availability of places and at that point payment is due.

If you have any questions, please do not hesitate to contact me, I look forward to receiving your completed forms in due course and to welcoming your child(ren) to our breakfast club.

Yours faithfully,

Lainey Warren
Breakfast Club Manager

SPIJS Breakfast Club



Tel: 020 8647 9322

Email: lwarren7@cirrustrust.uk

PARENT INFORMATION GUIDE

- **OPENING TIME:**
Both the Infants' and Juniors' breakfast clubs start at 7.45am. The clubs operate in term time only and are not open on INSET days.
- **FEES AND PAYMENTS**
Payment for the *Breakfast Club* should be made in advance - weekly, monthly, $\frac{1}{2}$ termly or termly, VIA Parent Pay. It is your responsibility to keep your child(ren)'s account in credit.
We are unable to offer credit if a child does not attend the club on a morning booked; this includes absence due to illness and holidays. However, a credit will be applied if the Breakfast Club has to close - eg snow days/industrial action. In exceptional circumstances this rule may be waived, at the discretion of the Management Committee.
- **STAFF**
All staff on both sites are qualified/experienced in either Childcare, Playwork, Food Hygiene and First Aid.
- **CONTACT AND CHILDREN'S INFORMATION**
We will require a completed application form giving your contact details prior to your child being admitted to the Breakfast Club. Please ensure that contact numbers are valid in the event we need to contact you in an emergency. Please can you also specify any medical, dietary or allergy information as fully as possible.
- **ENTRY PROCEDURES**
Children attending the *Breakfast Club* on the Infant School site should enter through the door adjacent to the Large Hall and the kitchen (next to the Trim Trail), in the main playground. The outer door will be open, but the inner door, to the hall, will be kept closed to ensure the children's safety. Children attending the *Breakfast Club* on the Junior School site should enter the Centenary Hall via Glebe Path; there will be a member of staff available to open the door on your arrival.
- **ACTIVITIES**
We provide a variety of play activities - jigsaws, construction, art, playdough, role play, board games, floor games etc. The activities are varied each day in order that all the children can enjoy a varied spectrum of play. After the activities have been tidied away we often operate a 'wind- down' session - play workers lead groups of children in games, chat, songs, 'show and tell' or circle time in order that they begin their school day in a relaxed manner.

- **MEALS AND HYGIENE**

The children are expected to wash their hands on arrival at the breakfast club. We offer a simple, healthy breakfast of cereals (not chocolate based or overly sugary), fresh fruit, yoghurt and toast (Warburton's white and wholemeal bread) crumpets, pancakes fruit buns with a variety of spreads, accompanied by a drink of milk, fruit juice, or water. We encourage the children to assist in clearing away, in order to develop social skills and independence. This applies to breakfast and play activities.

As Breakfast Club only runs for 1 hour we are on a tight schedule.

Therefore, we ask that your child arrives by 8.15 am if you require him/her to be given a meal. Please inform us if your child has already eaten and does not require breakfast.

If you require your child(ren) to brush their teeth after breakfast you should send in a toothbrush in a named cover/holder (no plastic bags please).

- **STARTING THE SCHOOL DAY**

Junior School children will proceed to their classrooms at 8.40am, under the supervision of a Play Worker if deemed necessary.

The Infant School children will be taken to their classrooms at either 8.40am or 8.45am

- **POLICIES**

Copies of all policies are available on request; please contact Mrs Warren for further information.

STANLEY PARK INFANTS' AND JUNIOR SCHOOLS' BREAKFAST CLUB

Rules of the Club

- The Breakfast Club is open from 7.45am each morning during term time, excluding Inset days.
- The cost of Breakfast Club is £4.50 per morning, per child for regular bookings; £6.00 per child per session for ad-hoc sessions.
- Membership of the Breakfast Club is open to all children attending the Infants' and Junior schools.
- Wherever possible children in Key Stage 1 will be offered a place on the Infant site. However, if this site is over-subscribed children in Year 2 may be transferred to the Breakfast Club in the Junior School. Similarly, children in Year 3 may be transferred to the Infant site if the Junior School Breakfast Club is oversubscribed. Parents/carers will be informed in writing, prior to the transfer.
- Priority for places will be given to parents/carers on proof of employment, to be supplied on application to Breakfast Club.
- Children should be brought to the Breakfast Club by their parent/carer and given into the charge of a Play Worker.
- Payment must be made in advance. Payment of fees must be made via Parent Pay. Fees can be paid on a weekly, half-termly or termly basis.
- Consistently late payment of fees may result in your child(ren)'s place at Breakfast Club being withdrawn.
- Children should arrive by 8.15am if they require breakfast. We cannot guarantee that a meal will be served if children arrive after this time.
- A programme of supervised play and relaxation will be provided for the children for the duration of Breakfast Club.
- Children must not leave the supervised activities while the Breakfast Club is open.
- Children must ask to go to the toilet.
- At the end of the Breakfast Club Early Years and Key Stage 1 children will be supervised into their classroom or cloakroom by the Play Workers; Junior School children will proceed to their classes at 8.40 am.
- Children will be expected to behave appropriately at all times, in accordance with our Behaviour Management Policy. (A copy is available upon request.) Any incident of unacceptable behaviour will be reported to the parent/carer. Consistently unacceptable behaviour could result in membership of the Breakfast Club being withdrawn. Parents will be given sufficient notice in order to make alternative arrangements.
- Parents who wish to cease membership of the Breakfast Club are asked to give one week's notice in writing.
- The constitution of SPIJS Breakfast Club is available for inspection on request.

The Management Committee of SPIJS Breakfast Club is committed to providing this service for parents, but cannot accept any responsibility should the Breakfast Club be unable to operate due to staffing difficulties. We will attempt to contact parents in this eventuality.

**STANLEY PARK INFANTS' & JUNIOR SCHOOL BREAKFAST CLUB
APPLICATION AND CONTRACT FOR MEMBERSHIP**

CHILD'S NAME.....

CLASS..... DATE OF BIRTH.....

ADDRESS.....

.....POSTCODE.....

PARENT/CARERS NAME.....

EMAIL ADDRESS.....

TELEPHONE NUMBER

OTHER EMERGENCY NUMBER BETWEEN 7.45am - 8.50am

1. 2.

PLEASE INDICATE THE DAYS YOU REQUIRE

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Starting Date Required.....

Does your child have any medical condition/allergies/dietary requirements
that we should know about? YES / NO

If yes please fill in the details on the reverse.

I WISH TO APPLY FOR MEMBERSHIP OF SPIJS BREAKFAST CLUB FOR
MY CHILD, NAMED ABOVE. I HAVE BEEN GIVEN AND HAVE READ A
COPY OF THE BREAKFAST CLUB RULES AND AGREE TO ABIDE BY THESE.

SIGNED:.....DATE:.....

NAME (Please Print).....

MEDICAL INFORMATION

Please write in the space below any medical conditions your child may have.
(Please include any use of Asthma pumps or Epipens etc.)

ALLERGY AND DIETARY INFORMATION

Please write in the space below any allergies from which your child may suffer OR any special dietary requirements your child may have. (Please include all food or other substances.)