



Bangor Central Integrated Primary School Breakfast Club Policy for Parents & Carers

Updated September 2021

Parents and carers must read the below policy and complete the online registration form prior to booking a place in Breakfast Club.

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a calm and relaxed environment.
- To provide structured play activities, enabling children to engage and learn with children from their year group.

Organisation

- The club is available for pupils from Year 1 to Year 7.
- Breakfast Club is open from 8.00am – 8.45am.
- Breakfast will be served until 8.20am. Due to additional cleaning routines, we are not able to provide breakfast to children arriving after this time.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept confidentially in the Breakfast Club file.
- Children must be brought to the canteen door by an adult. Adults are not permitted to enter the canteen.
- Children will sit in year group bubbles and sanitise their hands on entry and before they leave.
- Year 1-4 children will be escorted to their classrooms by Breakfast Club staff at 8.45am, Year 5-7 children will make their way to their classrooms at the same time.

Bookings

- Bookings must be made and paid for in advance on a monthly basis via SchoolMoney.
- Parents and carers must ensure they have completed an online registration form prior to booking.
- A text message will be sent prior to bookings going live to inform parents and carers of the date and time this will happen.
- Parents/carers must not knowingly book their child into a session they will not then attend.

Fees

- Fees are set according to the setting's costs.
- Each pre-booked Breakfast Club session will cost £3. We reserve the right to review this at the beginning of each academic year.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Breakfast Club until the beginning of the next month.

Communication with Parents

- Parents/carers must ensure that any messages to class teachers are written in a note to be given by their child to their teacher. Breakfast Club staff cannot pass messages on to teachers.
- Should Breakfast Club staff need to communicate with parents following a breakfast club session, this will be done by liaising with the child's class teacher or Mrs Dowie.

Staffing

- Staffing follows the ratio of 1:10.
- Staff are on site from 7.45am to set up, ready to open at 8.00am. Pupils will not be admitted and should not be left before 8.00am.

Safeguarding & Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of Breakfast Club, either in a paid or voluntary capacity will have current AccessNI clearance.
- Breakfast Club staff follow existing school policies and procedures for safeguarding and child protection.

Catering

- Children will be provided with a nutritious breakfast including toast, cereal, fruit, milk and juice.
- Children are not permitted to bring in their own food from home to eat at Breakfast Club.

Medication

- Children who require inhalers must bring them to Breakfast Club with them, along with details for administration.
- Children with epi-pens must have an additional epi-pen for Breakfast Club prior to their sessions commencing. This will be kept in the canteen, following existing school policy.
- Allergies and other medical information will be collected via pupil registration forms and these will be kept in the Breakfast Club file.
- All other medication administered will follow the existing school policy.

Behaviour

- Staff and children will work together to establish Breakfast Club rules; these will be reviewed as new children join the club.
- Breakfast Club will follow our whole school behaviour management plan focussing on positive behaviour management strategies in order to promote children's welfare and enjoyment.
- In the event of negative behaviour occurring staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to communicate concerns at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.
- Due to Covid-19, children will be expected to stay seated in their year group bubbles.

Cancellation

- In the unlikely event of Breakfast Club closure parents/carers will be contacted via text on their primary mobile number as early as possible.

Refunds

- Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend.
- However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Complaints

- All complaints will follow the school's complaints policy.