



*Mereworth Community Primary School*  
*"Learning and Living Together"*

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## **Mereworth School Breakfast Club**

### **Breakfast Club Supervisors**

**Mrs Mayhew**

**Mrs Cuttle**

**Mrs Leadbetter**

The following information is included in the Induction pack which accompanies this letter:

- Breakfast Club Mission Statement
- Aims and Objectives
- Admissions and Fees Policy
- Behaviour Management Policy
- **Registration Form**
- **Parent/Carer's Contract**
- **Breakfast Club Menu**
- **Breakfast Club Food Allergies List**

The Registration Form must be completed and returned to the Mereworth CP School Office, in order to secure a place.



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## **Mereworth School Breakfast Club**

### **Mission Statement**

**All adults associated with the school take great delight in welcoming children and their families into our community. We can see so much potential in every child and feel privileged to have jobs which can influence who they will become in the future.**

**We want every child and adult who passes through Mereworth School to look back on their experiences here with great fondness. We are determined that we will help every child find what it is they are good at and then help them excel in this.**

**We want every child to leave this school feeling prepared for the future, with high self-esteem, having forged strong and respectful relationships with other people. We want the experiences they have at our school to form special memories, which will be with them for the rest of their lives.**

# Mereworth School Breakfast Club

**Breakfast Club** aims to provide high quality childcare at a reasonable cost within a relaxed but stimulating environment of friendship and creativity. The individuality of each child in our care will be respected and nurtured.

## ***Aims and objectives***

**Breakfast Club** aims to:

- ❖ Offer an inclusive service, accessible to all children in Mereworth School.
- ❖ Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- ❖ Encourage children to take responsibility for themselves and their actions.
- ❖ Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- ❖ Provide a wide range of resources and equipment which can be used under safe and supervised conditions.
- ❖ Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- ❖ Work in partnership with parents to provide high quality play and care.
- ❖ Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers.
- ❖ Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns.
- ❖ Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- ❖ Employ experienced, well trained staff and offer them appropriate support.
- ❖ Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation
- ❖ Work in partnership with Kent County Council Local Education Authority.

|   |   |
|---|---|
| This policy was adopted by:<br><b>Mereworth School Breakfast Club</b> | Date: June 2017   |
| To be reviewed: <b>June 2017</b>                                      | <b>Reviewed by Miss Lavelle, Head Teacher</b><br><br><b>Signed:</b> _____ |

# Mereworth School Breakfast Club

## Admissions and Fees Policy

**Breakfast Club** places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the Club.
2. Those requiring the greatest number of sessions/hours per week.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking procedure

Parents must complete the necessary paperwork, i.e. Contract, Registration, Allergies Forms before their children can attend the Club.

- **Permanent Termly Place:**

Once booked, if a child does not attend for any reason, your payment and booking will be held on record.

- **Cancellations of Pre-booked Place:**

If a booking is no longer required, Breakfast Club must be given notice by 9.00pm the day before by **text on the Breakfast Club mobile 0777 55 22 725**.

- **Last Minute Bookings**

For 'Last Minute Bookings' you must telephone the **School Office 01622 812569** or **E-mail [office@mereworth.kent.sch.uk](mailto:office@mereworth.kent.sch.uk)**, or **text the Breakfast Club mobile 0777 55 22 725** by 4.00pm the day before the booking is required.

- **No Show**

If your child has been booked in for Breakfast Club and does not attend and no text has been received to cancel your booking you will be charged for the session.

### Fee Structure

Fees are charged per child per session as follows:

|                |               |       |
|----------------|---------------|-------|
| Breakfast club | 7.30am-8:45am | £4.50 |
|----------------|---------------|-------|

- Payment should be paid at the time of booking or in advance of your child attending the club.
- Fees are payable monthly in advance
- Fees can be paid by cheque, payable to **Mereworth School**, cash or via **Scopay**
- Toothbrushes are available if required.

### Payment of Fees

Fees are reviewed annually by the **School Governing Body and Miss Lavelle, Head Teacher**.. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact Mrs Mayhew/Mrs Cuttle at the earliest opportunity. Any queries regarding fees should be directed to Mrs Mayhew/Mrs Cuttle/Mrs Leadbetter.

**If fees incurred are over £20.00, the Club will write to the parent or carer, requesting payment as per letter sent to parents in January 2017. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting via the School Office as soon as possible.**

**If the fees remain unpaid, the Mereworth Primary School have the right to withdraw the service.**

### Severe Weather Closure

In the event of the Club being closed for more than 2 days due to severe weather and/or other unforeseen circumstances, a refund/credit will be issued from day 3 of closure.

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# Mereworth School Breakfast Club

## Registration Form

### Child's Details

### Date of Registration:

|                                |                 |                                 |
|--------------------------------|-----------------|---------------------------------|
| First name:                    | Surname:        | What she/he likes to be called: |
| Date of Birth and Current Age: | First language: | Key person name:                |

### Parent/Guardian details (Please inform us if either parent does not have legal parental responsibility)

|                |                |              |                              |                |              |
|----------------|----------------|--------------|------------------------------|----------------|--------------|
| Title:         | First name:    | Surname      | Title:                       | First name:    | Surname      |
| Home address:  |                |              | Home address (if different): |                |              |
| Work address:  |                |              | Work address:                |                |              |
| Home number:   | Mobile number: | Work number: | Home number:                 | Mobile number: | Work number: |
| Email address: |                |              | Email address:               |                |              |

### Alternative emergency contact details (please provide details of two people we can contact if we are unable to get hold of you)

|          |                   |                            |
|----------|-------------------|----------------------------|
| Name:    | Telephone number: | Mobile number:             |
| Address: |                   | Relationship to the child: |
| Name:    | Telephone number: | Mobile number:             |
| Address: |                   | Relationship to the child: |

### Details of child's doctor

|                 |            |
|-----------------|------------|
| Name of Doctor: |            |
| Address:        | Telephone: |

### About your child

|  |
|--|
| Please detail any additional/special needs your child has: (please provide full details)             |
| Please detail any dietary requirements/ food allergies for your child: (please provide full details) |
| Is there anything your child doesn't like (food, games etc) or is scared of?                         |
| What are your child's favourite activities?  |

**Toothbrush Required    Yes/No**

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

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

# Mereworth School Breakfast Club

## Parent/Carer's Contract

Child's Name \_\_\_\_\_

Parent or Carer's Name \_\_\_\_\_

- I consent for my child to attend Breakfast Club. I understand that the Club has policies and procedures and that there are expectations and obligations relating to both the Club and myself and my child and I agree to abide by them.
- I understand that Breakfast Club is a play care facility and that whilst my child is there Breakfast Club is legally responsible for him/her.
- My child will be given stimulating and challenging play opportunities in a fun and safe environment.
- Once my child is delivered to Breakfast Club he/she will be in the care of the Breakfast Club until 8.45am when the children will be dismissed and sent to class.
- I will book into the Club on a termly basis and will pay promptly for sessions even when my child does not attend, unless other arrangements have been made with the manager.
- It is my responsibility to keep the Breakfast Club Supervisor informed of any alterations to the information regarding my child.
- I understand that Breakfast Club staff cannot be held responsible for anything lost or stolen.
- I have read the Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club and I will pay for these missed sessions.
- Should there be any incidents at Breakfast Club involving my child, I will be informed of the situation.
- If my child has an accident, then he/she will be treated by a qualified First Aider and I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a member of staff from Breakfast Club may sign any consent forms necessary for treatment on my behalf.
- Any information and details regarding my child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other agencies. For example Police, Social Care and Health Care Professionals.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_

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

# BREAKFAST MENU

PLEASE SEE WEBSITE



# Mereworth School Breakfast Club

## Food Allergy Lists

|                        | Barley | Wheat | Oats | Eggs | Milk |
|------------------------|--------|-------|------|------|------|
| Cornflakes             | .      |       |      |      |      |
| Rice Krispies          | .      |       |      |      |      |
| Weetabix               |        | .     |      |      |      |
| Porridge               | .      | .     | .    |      |      |
| Bread/Muffins/Crumpets |        | .     |      |      |      |
| Yoghurts               |        |       |      |      | .    |
| Lemon Curd             |        |       |      | .    |      |
| Marmite                | .      |       |      |      |      |
| Rich Tea               | .      | .     |      |      |      |
| Hot Choc               |        |       |      |      | .    |

# Mereworth School Breakfast Club

## Behaviour Management Policy

**Breakfast Club** recognises the importance of using effective behaviour management strategies in promoting children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst at **Breakfast Club** we expect children to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the Club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

### Encouraging Positive Behaviour

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Certificates for exceptional accomplishments.
- Offering a variety of play opportunities to meet the needs of the children attending the Club.
- Re-enforcing the school 'Good to be Green' Behaviour Management strategy.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity session.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour occurs staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Children continuing to make the wrong behaviour choices will then be subject to the School Behaviour Management System, and will be put onto the appropriate colour. This will be communicated to the class teacher.

# Behaviour Management Policy

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If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with the **Behaviour and Exclusions** policy. The reasons and processes involved will be clearly explained to the child.

## Physical Intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property.

All serious incidents will be recorded on an Incident Log and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause. Where causes of incidents indicate possible abuse, child protection procedures will be implemented.

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