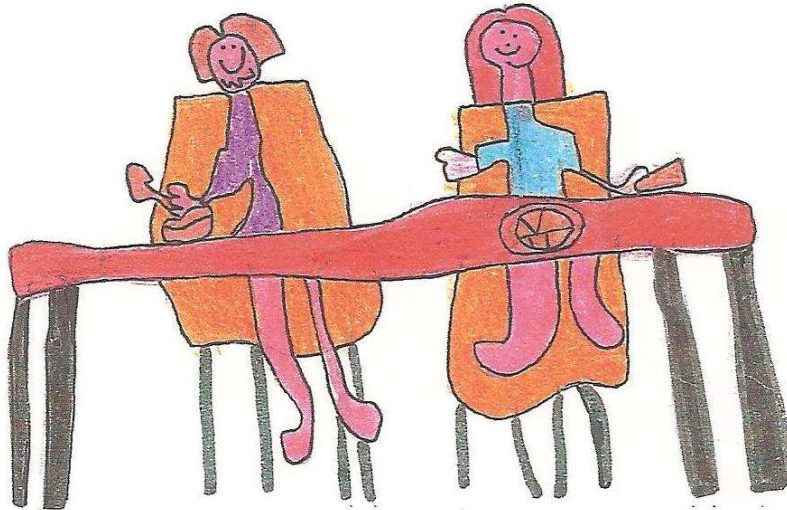
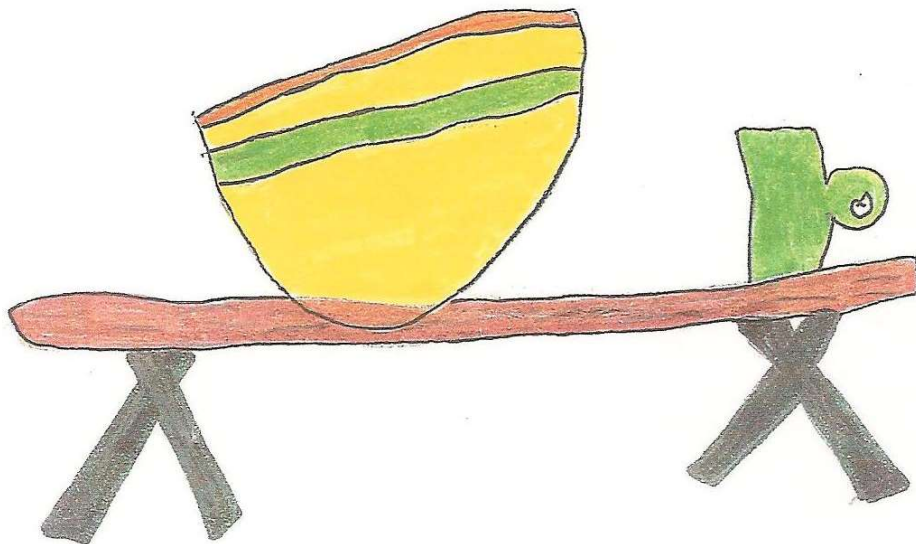


# Turkfurong Infant School Breakfast Club



## Parent/Carer Handbook including Policies Rules and Regulations



# **TURNFURLONG INFANT SCHOOL BREAKFAST CLUB**

This booklet provides information about the Breakfast Club and should answer many of your questions. If you would like to discuss any aspect of the Club or come and visit us, please feel free to call the number below or to speak to any member of the team. The Breakfast Club is a childcare facility for Infant School children during the school term. Children are provided with a nutritious breakfast, we have various cereals, toast and yogurts. To drink, orange juice, apple juice, milk or water.

## **Contact details**

If you would like to book a place at the club or want further information, email [tisbreakfastclub@outlook.com](mailto:tisbreakfastclub@outlook.com) [out of hours], speak to the Manager during Breakfast Club or call the Breakfast Club mobile 07763 774587, where messages can be left and will usually be attended to on the same day. Please phone before 3.30pm.

## **Opening times / Fees**

We open from 7.50am. Fees for each session are £3.50 per child..

We are unable to accept vouchers.

## **Fees**

Fees must be paid half a term in advance. Fees are still payable should a child be on holiday or off school for any other reason. The treasurer will issue a letter at the end of each term to inform parents the amount of fees due for the next half term. Payment is through on line banking, cheque or cash which should be given to the club Manager at the beginning of each half term. Cheques should be made payable to Turnfurlong Infant School B/Club. A receipt will be issued for cheque and cash payments, and a written record kept of all payments. In the event of fees not being paid, the Manager will speak to the parent. If fees continue not to be paid the Manager will inform the Management Committee, who will issue a written warning. The child's place will be revoked in the event of continual non-payment. All monies collected will be given to the treasurer of the Breakfast Club for banking. A small petty cash float will remain at the club to give change and will be the responsibility of the Manager. If a place at the Breakfast Club is no longer needed please advise the Manager by letter as soon as possible.

## **Registration form**

This should be filled out when your child/children are due to start at the Club and given to the Manager. This is so that the Club knows who is attending, and how to contact parent/guardians in an emergency. It is your responsibility to inform the Club of any changes to these details. All information on the children will be kept confidential. All children must be registered before starting at the Club. The waiting list will work on a first come first served basis. No priority will be given. Bookings should be taken on a half term

basis. Ad hoc bookings can be made for registered children if a call is made by 3.30pm on the day before. Unless there is an emergency when a phone call from 7am would secure a place for that day.

If a child arrives at the Club who is not booked in the parents will be asked to take the child home unless there is a space available and payment is made. If the child is not registered with the Club and the parent has gone the Club does not take responsibility for the child. However, under no circumstances would a child be asked to leave the premises unaccompanied.

### **Arrival at the Club**

The school car parks **should not** be used and access to the Club should be via the school pedestrian access gates. Entrance to the breakfast club is through the main school doors. Children should be brought into the Club by their parent/carer. A register will be taken once the Club starts. For children arriving after 8.30am it will not be possible to offer any food but they are welcome to join in the activities with the other children.

### **End of Club session**

The Manager and a member of staff will escort the Infant School children to the classrooms at 8.45am, where they will then be the responsibility of the teacher(s) on duty.

### **First Aid and Accidents**

At least one member of staff is first aid trained. An accident report is filled out for all accidents that occur at the Club. A copy of the accident report will be sent home with your child. If the accident is serious and requires further medical attention then the parent/carer will be contacted immediately. If the child involved needed hospital treatment, a classroom assistant would accompany the child and wait with them at the hospital until a parent/carer arrives. If however a classroom assistant is not available then a member of the Club's staff will accompany them and the Manager will contact a member of the Management Committee to assist the club.

If a child requires medication while at the Club, written consent must be obtained from the parent/carer. Only prescribed medication would be administered. Injections and suppositories cannot be administered.

### **Health and Safety**

- All staff are police checked.
- References are taken up on all members of staff.
- At least one member of staff is first aid trained.
- A health and safety check is carried out before each session.
- Fire drills are practised at least once a term.
- Activities and children will be appropriately supervised.

### **Objectives**

We aim:

- To work in an empowering way to enable children to learn to make their own decisions and to take responsibility for their own actions.

- To challenge stereotypes and anti-social behaviour through activities, resources and by example.
- To raise children's self-esteem through encouragement, support and praise, and by valuing them for who they are.
- To ensure that all children feel able to participate.

### **Expectation**

What you can expect:

- Breakfast Club staff will greet and welcome you.
- Managers will have positive interaction with the children.
- Children's feelings and rights will be respected.
- Anti-social behaviour will be challenged.
- Co-operation and respect will be encouraged.
- Managers will not use any physical or emotional pressure on children.
- Your concerns will be taken seriously and kept confidential.
- You will be informed of any changes.

What we can expect:

- The Terms and Conditions of booking to be adhered to.
- To be informed of any relevant changes.
- Parents/Carers to support the Club's objectives.
- To be informed of your child/children's special needs, whether this be ability, dietary, emotional, behavioural etc.
- To be told of any concerns in the service.
- Fee payments to be kept up to date.

### **Complaints**

Any complaints should be discussed with the Manager, who will deal with the situation and keep a written record of any complaint and any action. The Management Committee will be informed. If the parent is unhappy with the Manager's action, they can write to the Chairman of the Management Committee. Social Services may also be informed.

### **Missing child**

If a child goes missing once they have been dropped at the Club the Manager will arrange for the school to be searched immediately. If the child is not found, the Manager will contact the child's parents. A member of the Management Committee will also be informed. If the child is still not found, the Police will be informed.

### **Incidents**

The rules for the Club are drawn up by the staff and the Management Committee. The Manager will deal with any incidents that occur at the Club and keep a written record, depending on the severity of the incident. This record will be signed and dated. In the event of a child's inappropriate or unacceptable behaviour, the Manager will speak to the child's parent and ask them to read and sign the incident report. If this behaviour continues the Manager will discuss the matter with the Management Committee. The child

may be excluded from the Club as a last resort. The child's behaviour will be challenged and sanctioned, not the child.

### **Child Protection**

The Manager will inform the Management Committee of suspected abuse and may speak to the child's parent/carer, depending on the circumstances. A confidential written record of any observations will be kept and Social Services will be contacted for advice. In the instance of disclosure, the Manager will immediately contact the Social Services.

Anyone working with children has a duty in law to take action if they suspect a child may be subject to abuse. Concern is first and foremost for the child. The Manager's responsibilities do not include investigating the suspected abuse. That is the role of the Social Services or NSPCC, who have statutory powers an obligation under The Children's Act 1989.

### **Equal Opportunities**

We are committed to provide activities and play opportunities for all children regardless of race, gender, culture, religion, class or ability. Any prejudice shown towards children, staff, members of the Management Committee or visitors to the Club will be challenged. We work in an empowering way to encourage children to participate, to take pride in their identity and to respect each other and the environment.

## **Breakfast Club rules and regulations**

- Bookings to be made at least a day in advance.
- Registration forms should be completed before starting at the Club.
- An adult must bring the child/children to the Club.
- Payment must be in advance, unless it is an extra day booked.
- All sessions booked must be paid for whether the child attends or not.
- All reasonable care will be taken for the children whilst at the Club, but the staff cannot be held responsible for any accident/injury suffered by the children while at the club (unless negligence is established).
- If a child is unable to attend due to illness or for any other reason please contact the Manager on the breakfast club mobile 007763774587.
- Children should not come to the Club if they are unwell, especially if they have a temperature, diarrhoea or vomiting.

### **Behavioural Guidelines**

Behavioural guidelines are needed so that children know what is expected of them, for safety and consistency, and to create a safe environment in which children can develop.

We work on the principle that recognising and praising "positive" behaviour, such as sharing, helping each other or making an effort, is more constructive than focusing on "negative" behaviour. However, all anti-social behaviour will be challenged, discussed and disciplined.

Examples of such behaviour:

- Racism
- Bullying
- Fighting
- Disrespect to people and property
- Swearing

Possible sanctions include:

- Non-participation in an activity
- "time out"
- Withdrawal of privileges

Examples of "rewards" for positive behaviour include:

- Responsibility
- Praise
- Stickers