

# **ALPINGTON & BERGH APTON CHURCH OF ENGLAND V.A. SCHOOL**

## **EARLY BIRD'S BREAKFAST CLUB POLICY**

COMPILED BY: Teresa Osborne

CO-ORDINATOR: Teresa Osborne

APPROVED BY THE GOVERNORS: January 2015

DATE FOR REVIEW: January 2017

**Alpington and Bergh Apton Primary School  
Early Bird's Breakfast Club Policy**

**Aims**

- To support working parents by providing early morning childcare from 7.45am to 8.30am.
- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.
- To provide a caring environment for children to enjoy at the start of the day

**Ground Rules:**

1. Early Bird's Breakfast Club will be run by Alpington & Bergh Apton Primary School.
2. The Club will provide a healthy breakfast and a range of activities to assist learning e.g. drawing, model making, playing board games, playing with toys, speaking and listening activities. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times. The School Behaviour Policy is adhered to. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
4. Registration forms must be completed for any child wishing to attend Breakfast club, even if only for ad hoc visits. This form includes giving details of any allergies/food intolerances and known medical conditions. Registration Forms are kept in the Breakfast Club file.
5. All Breakfast Club staff have received current safeguarding training and hold enhanced CRB certificates. They also hold valid First Aid Certificates and relevant food hygiene certificates. The club will comply with environmental health food safety standards. Club leaders keep a daily risk assessment record.
6. Legal guidelines relating to the adult/child ratio will always be adhered to. The staff ratios for the club are 1:8. Teaching staff are also on the premises during the Club's opening hours.

7. The Club will operate for children attending Alington & Bergh Apton Primary School only. Membership of the club is available to children when they start in reception. An attendance register is to be maintained each day.
8. Parents are asked to keep the school informed of any change of emergency contact via the school office. The Emergency Contact file and phone will be kept close to hand.
9. A Fire Drill will be held termly.
10. Breakfast Club staff keep all records and registers which are stored in the school office. Any cash amounts collected on a daily basis are handed into the school office for banking at 8.30am. A specific "Breakfast Club" database is used to record attendance and income paid by parents.
11. The Club leaders purchase food as required. Receipts are handed into the office for reimbursement. All purchases are recorded in the main revenue a/c under the budget heading "Breakfast Club" for monitoring. Any additional equipment required for the Breakfast Club is ordered through the school office.

**Sample Breakfast Club Menu:**

Cereal

Toast with butter/low fat spread

Jam

Semi - skimmed milk

Water

Fresh fruit and yoghurt

We encourage children in our care to make healthy options when choosing a breakfast. The club stocks a variety of breakfast cereals.

We also offer croissants or waffles from time to time.

As the club establishes we will offer themed breakfasts e.g. French Breakfast day, boiled egg day, bacon sandwiches etc.

**Costs (as at Sept 2014)**

Breakfast Club - £4.00 for first child per session

£3.50 per sibling

Parents may pay on the day for ad hoc attendance. We ask that parents inform the school office the day before to advise us of any ad hoc attendance, unless there is an emergency.

Parents may use childcare vouchers for payment of Breakfast Club.

This Policy was approved by Governors - 22 January 2015

To be reviewed - 22 January 2017