



# Balcombe C E (C) School

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## Balcombe School Breakfast Club

### Terms & Conditions

#### Time & Location

- The Breakfast club runs daily, term time only, and will be based mainly in the school hall, however other parts of the school will be used when required.
- The outside areas of the school will be used whenever possible. If poor weather, the outside covered areas may be utilised. Children are encouraged to have a coat available so they can go outside.
- There are toilets within the school which can be used by the club.
- The Breakfast club is open from 7.20 to 8.45am

#### Enrolment

- Parents are asked to e mail [Breakfast@balcombeschool.co.uk](mailto:Breakfast@balcombeschool.co.uk)
- Parents are required to update their information with the school office regularly to ensure that all health, medical and contact information is up to date.

#### Charges & Booking

- All regular bookings should be made via e mail a term in advance.
- Parents will receive an email to remind them to book for the following term.
- Ad Hoc bookings can be made in advance subject to space.
- All cancellations must be made by e mail at least 24 hours in advance or the daily rate will apply.
- There will be no refunds for sickness or holidays unless the cancellation period has been given.
- If a child arrives later to the club than the arranged booking time, the original fee will still apply.
- Invoices will be emailed to parents monthly to the registered email address. Please see section called 'Payments/Charges' for details on late payment.

## **Food and Drink**

- Every day there will be a selection of cereals, toast and fruit available.
- Children will be offered milk or water to drink.
- Any child who wishes to be given breakfast must arrive before 8am.

*Allergies - please note that the Breakfast club cater for all allergies and dietary requirements. If this applies to your child; please contact Lara Power or Emma Dunford to discuss this and ensure that it is provided in writing.*

## **Staffing -**

- The Club will be run by two members of staff each day as a minimum.
- Our Breakfast Club staff are all Paediatric First Aid trained and hold Food Hygiene certificates.
- All staff will have a Disclosure and Barring Service (DBS) check.

## **Activities**

We will vary our activities daily and tailor them to the children in the club. But some examples of our activities are:

- Lots of running around and having fun so this may include use of outside play equipment and climbing frame, football, rounders, bull dog, stuck in the mud, cricket and lots of other team sports. Plus use of all our outside equipment - skipping ropes, Hoopla, balls, tennis rackets, bats etc.
- Construction and building sets
- Games and puzzles
- Art and craft activities
- Role play including dressing up
- Music - singing and dancing
- Quiet time opportunities
- There will be also occasional themes and special activities.

## **Behaviour & Code of Conduct**

- The Breakfast Club is being set up as part of the Extended Schools provision of Balcombe School.
- Children will be expected to adhere to all school rules and the code of conduct of the school.
- All school policies will be adopted including Behaviour, Anti-bullying, Health & Safety, Child Protection and Medical.

## **First Aid & Medical**

- The Breakfast Club staff are paediatric first aid trained
- If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.
- Children with inhalers will require an additional inhaler to be used during their attendance at the club.
- Children with an Epipen will require an additional Epipen in case of an emergency during their attendance at the club.
- If your child requires any medicine whilst at the club, please advise the office prior to your child starting so that all paperwork can be completed. Please ensure that your child's registration form is kept up to date for all medical conditions and medication

### Contacting the Club

- E mail [Breakfast@balcombeschool.co.uk](mailto:Breakfast@balcombeschool.co.uk)
- During School Office hours, please contact the School Office on 01444 811403

### Payments/Charges

- Payment can be made either online through Squid or by child care vouchers. Squid is our preferred method of payment however we can also accept cheques. **We are unable to accept cash payments.**
- All cheque payments should be handed into the School Office.
- All payments should be in a named envelope and cheques should have the child's name written on the back.
- The School operates a **late payment charge** for fees. All invoices not paid over 30 days past the invoice date will be charged at £15 per 30 days.
- Failure to pay outstanding monies in the Breakfast Club will result in your child losing their place in the club.

### General

- Balcombe School Breakfast Club has been set up in response to parent demand.
- The Club opens term time only and will not be open on INSET days.
- Balcombe School reserves the right to close the Club with a one month notice period to parents, should the predicted uptake not be maintained however the club is committed to running for the whole of the 2018/19 academic year.