



PARENT/CARER INFORMATION FOR EARLY RISERS BREAKFAST CLUB

Opening Times	:	0730 – 0845 (Monday – Friday, Term Time Only)
Venue	:	Large School Gym
Pricing	:	£4.50 per full session = £22.50 per week £3.50 per half session = £17.50 per week
Contact Number	:	01253 723465

PAYMENTS

This is to be paid in full on the Friday prior to the following week (full time and part time places). Daily payment will be accepted for those families using the service on an ad-hoc basis and should be received on the day of attendance at the club. Payment should be handed in a named, sealed envelope to a Breakfast Club Co-Ordinator.

If your session clashes with an event, you will still be charged, even if your child attends the event. This is because our staffing and resources are planned in advance.

Please note that non-payment will result in a child's place being withdrawn. School will issue a 24 hour notice if your child is to be withdrawn from the club, giving parents and carers adequate time to make other arrangements.

WILL MEALS BE PROVIDED?

A nutritious breakfast is provided, which includes cereal, toast, fruit juice, milk or water. This is included in the price.

WHAT WILL MY CHILD DO AT THE CLUB?

Your child will have the opportunity to complete homework that they may have or take part in the various activities that are provided, which include using board games, arts and crafts, physical activities, TV and video and other stimulating activities suitable for all age groups.

WHO WILL BE RUNNING THE CLUB?

The Breakfast Club will be led and monitored by school staff.

WHERE IS THE ENTRANCE TO BREAKFAST CLUB?

Entrance to the Breakfast Club will be via the Gym Hall Door which is located from the school yard. Parents must accompany their children and meet with a member of staff each day. Failure to admit your child to breakfast club personally will result in your place being withdrawn.



ADMISSIONS POLICY

Any child attending Mayfield Primary School may attend Early Risers Breakfast Club if places are available and if they have been previously registered and meet the terms and conditions criteria listed in this fact sheet.

Priority will be given to pupils requesting full time places.

Any spare places will be made available to parents requesting part time or ad-hoc basis places, and an attempt will be made to match parents wishing days in order to “place share”. Should a child be occupying a part time place, but a parent requests a full time place, the parent whose child/children occupy the part time places will be given the option to pay for a full time place or keep their place open or relinquish their place. This will only apply and be reviewed if the club was at capacity.

CHILDREN’S RECORDS

A record will be kept for each child with details relating to their address, contact details, health conditions including allergies and dietary needs.

Records will be kept in respect of accidents and any behaviour issues which may arise.

Parents and carers are responsible for updating personal details as required. They have access to these records at all times.

OTHER POLICIES

The club will follow the schools Behaviour Policy, Anti-Bullying, Child Protection, Equal Opportunities, First Aid, Food Hygiene and Health and Safety.

Children are expected to behave in the same manner as in school. Any unacceptable behaviour will be reported to parents at the earliest opportunity, where consistent poor behaviour could result in your child losing their place.

All place allocations will be reviewed periodically and parents will be notified of any changes to their existing provision as soon as possible after that review.

Any compliments and complaints should be made following guidelines in the school Complaints procedure which is available on the website. This means initial contact verbally or in writing with the Breakfast Club Leader. Complaints will be actioned within 28 working days after the complaint was made.

I/we agree to the terms and conditions set out in the document.

Name: Date:

Signed: