



Oak Hill First School

Breakfast Club Policy

Agreed by Governors: Autumn 2017
Review: Summer 2018

The Governing Body and Staff at Oak Hill First School aim to accommodate extended and community services therefore the school offers Breakfast Club provision for pupils in Year R-4. The Breakfast Club offers the provision of quality childcare which helps working parents and those needing occasional childcare.

Policy Aims

- Ensure that all charges are fair and affordable.
- Review all charges regularly.
- To ensure all parents/carers will be given notice of increased charges in the term prior to its effective date.
- To ensure that the primary objective of any monetary increase is made to cover costs as the school's delegated budget cannot be used to cover running costs.
- To ensure parents can easily identify on their invoice what charges relate to.

Session Times

7.45 – 8.35 am every day during term time therefore the provision is not available on TED days or during the school holidays.

Registration

There are 24 places available. Places must be booked via the school office. In the event of a waiting list the following criteria will apply:

- Children with siblings already attending the club
- The date a request is made in the school office for a place with priority being given to children who are on the Free School Meals register or in receipt of Pupil Premium.

If there are places available, parents/carers may use the club on an ad-hoc basis providing registration has been carried out via the school office. Therefore parents are not obliged to take a place every day to secure provision.

Fees

- The charge, set at £3.00 a day is based on covering the cost of provision.

Timing of payments

- All fees are payable in advance on the last day of each month.
- A late payment charge of £5 (pro rata) will be administered.
- Absences are not credited. Booked days will require full payment even when a child does not attend including unplanned enforced closures, e.g. snow days. This is to ensure places are secured as the demand for Breakfast Club is increasing and salaries must continue to be paid.

Non-payment of fees

- If fees are not paid, a reminder will be sent and a late payment charge applied.
- If payment has not been received within 4 weeks of the date of the invoice then the child's place at Breakfast Club will be withdrawn.

Cancellation

- Please also be aware that the notice period required for cancellation of a place is one month. Therefore your child's place will still be invoiced for a 30 day period upon receipt of cancellation in writing even if they are not in attendance.

Staff

Mrs Hathaway/Mrs Zdanko/Mrs Terry

Food and Drink

Water is available to children at all times.

A balanced breakfast is offered to all children attending the Breakfast Club in line with the School Food Regulations (01/01/15). The children can choose from a selection of cereals, toast and juice.

It is the parents/carers responsibility to notify staff in writing of any known allergies/intolerances.

Sickness

Parents/carers will be informed if their child becomes unwell during the session. Children who are ill cannot attend the clubs and in the event of sickness or diarrhoea must be off for 48 hours after the symptoms have finished.

Emergencies

In the event of a serious accident or illness the staff will contact the parent/carer or the nominated contact. The breakfast club has at least one qualified first-aider in attendance and follows procedures set out in the school's First Aid Policy. There is a risk assessment in place and there is also adherence to the schools Fire and Health & Safety Policy.

It is the duty of parents to ensure the clubs have an up to date contact number.

If for any reason the club cannot be held (i.e. bad weather, staff sickness), parents/carers will be contacted as soon as possible.

Review and Monitoring

- This policy will be reviewed annually.

Review date

Summer 2018