

# A PARENTS' GUIDE TO.....



## **Breakfast Club at Queenborough School & Nursery**



Welcome to Queenborough School and Nursery's Breakfast Club. We aim to provide a time for safe and stimulating play, within a sharing and caring environment.

We value our relationship with parents and are committed to working in partnership to provide high quality play and care for your child.

#### Our Aims:

- To provide a happy, welcoming place where all children are valued.
- To help children be healthy.
- To encourage all areas of the children's development through their play.
- To ensure the safety and welfare of each child.
- To offer a varied and stimulating range of play opportunities.
- Keep parents informed about the Club.
- Be consistent and reliable to enable you to have confidence and peace of mind whilst your child is at Breakfast Club.

#### Opening Times

Monday to Friday 7.40am - 8.30am.

Term time only.

Breakfast stops being served at 8.15am.

#### Admissions:

The club is fully inclusive for children from Reception to Year 6. Should your child have any additional or special needs, please record these on the membership form so that your child can be appropriately welcomed into the club.

#### Booking and Payment:

A completed membership form is required for each child attending the Club. As places at the club are allocated on a strictly "first come, first served basis." One session is £1.00. This will be reviewed at the end of the academic year. Fees must be paid in advance or on the day. If fees are continually not paid then the Headteacher reserves the right to refuse entry.

#### Staffing:

The Breakfast Club staff are Mrs S Butcher, Mrs S Reveley, Miss Ratcliff, Mrs K Hancock, Mr A Shiel, Mrs M Brend and Mrs S Barnes.

#### Location of Breakfast Club:

The Club sessions are held in the main hall; we also use the quiet area playground.

### Behaviour:

We follow the School Rules with regard to behaviour to ensure consistency for the children at the club and use a Restorative Justice Approach. For more details of this, please consult the School's Behaviour Policy available at the School Office

If a child continually behaves badly the school reserves the right to withdraw the place.

### Breakfast Food:

Our food aims to be multicultural and offer a healthy balance. Children will be active in the preparation of their snack and will learn hygiene skills if you have permitted them to do so.

Children have the choice whether to have food or not, although they are encouraged to do so. The registration form should detail any specific requirements your child has.

### Routine:

Children should sign in when they arrive at the club and state the time of arrival. Children should then pay any fees and prepare their breakfast snack. During their time at the club they will have the choice of activities in which they may wish to participate.

### Indoor Activities:

Each child is encouraged to make their own choices regarding the activities in which they choose to participate. In keeping with the Play Values, we offer structured adult-led activities as well as free choice. Our weekly programme of activities may include:

- Art using various mediums and the exploration of cultural diversity
- Crafts using a wide variety of textures and materials
- Dressing up clothes to facilitate imaginative play
- Construction and Lego toys
- Board games
- Music/ dance
- Water and bubble play (outdoors)
- Physical activities (outdoors)

### TV/ Play consoles/ Nintendo Wii - **occasional use only**

We do offer these as we recognise that for some children the school day is long and they need the opportunity to relax and rest. We monitor the length of time your child has access to these facilities. You can indicate on your child's registration form whether or not you wish your child to use these.

### Playing outside

We recognise that the children adore playing outside when the weather permits, so when we can, we will endeavour to take the children out into the Quiet Area for fresh air and fun!

### Emergencies

As part of the membership form parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

### Breakfast Club Policies

#### The Brush Bus Club:

The children are provided with a toothbrush and paste in order to clean their teeth after Breakfast Club to encourage personal hygiene.

#### Health and Safety:

We adopt the School's policy for Health and Safety. The hall area and outside area are checked regularly by staff to ensure the safety of the children.

#### Equal Opportunities:

We are dedicated to taking positive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to treat all children and their families with equal concern and value.

#### Child Protection Policy:

In accordance with the Children Act (1989 & 2006) and the Protection of Children Act (1999), we have a responsibility for promoting and safeguarding the welfare of children. Our school's policy outlines our role and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. All staff receive Child Protection Training.

#### Accidents:

Should your child have an accident, for example a fall or bump, our trained first aider will offer appropriate treatment and complete the accident book. Your child will be given a letter giving details of the accident.

We will not administer any medication (except in an emergency) without your prior written consent.