



Breakfast Club Application Form



Breakfast Club runs daily during term time from 7.40am to 8.30am. The fee for a child to attend is £1.00 per session and must be paid on the day or in advance when you sign in at the Office. Please note, that we are not able to offer credit. If debts are accrued, your child's place may be withdrawn until any outstanding monies are paid. **This form will be kept in a locked, fire resistant filing cabinet in the main School office.**

Child's Details

Child's Full Name:			
Child's DOB:		Age:	
Class & Teacher's Name:			

Parental Contact Information

Home Address:			
Parent/Carer's Name:		Contact Number:	
Relationship to Child:			

Emergency Contact Details - In case of an emergency we will contact the parent/carers above. If unavailable, please list two further contacts that you would be happy to act on your behalf.

1st Emergency Contact	Name:		Tel No:	
2nd Emergency Contact	Name:		Tel No:	

Medical/Food Details:

Name of Child's GP		Tel No:	
Does your child have any medical conditions/disabilities we should be aware of i.e asthma, epilepsy, allergies etc:	<i>If your child has asthma, please state if there is a pump in school and how/when this should be used.</i>		
Does your child have any specific dietary needs/food intolerances that we should be aware of?			
Do you observe any cultural or religious procedures that you feel we should be aware of?			

Permissions (please tick):

I give permission for photographs to be taken of my child enjoying their time at the club. <i>They may be used in Keyworker books, wall displays or just sharing with you.</i>	Yes		No	
I give permission for my child to use their own labelled toothbrush (supplied by the school)	Yes		No	
I give permission for my child to use consoles/laptops when available	Yes		No	
I give permission for my child to help prepare snacks with an adult	Yes		No	
Should the necessity arise and I cannot be contacted, I give permission to the person in charge to give consent on my behalf for an anaesthetic administered or for any other urgent medical treatment to be given.	Yes		No	

By signing this form you confirm you have read, understood and agree to the School's Breakfast Club policy (attached)

Signed Parent/Carer:	
Date:	

Breakfast Club Policy of Queenborough School & Nursery

Aims of Breakfast Club

- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club.
- To provide a happy, welcoming place at the start of the school day where all children are valued.
- To help children be healthy by providing a nutritious and filling breakfast, preparing them for the School day.
- To encourage all areas of the children's development through play by offering a varied and stimulating range of play opportunities.
- To ensure the safety and welfare of each child by following the appropriate School policies.

Opening Times (Term time only, excluding INSET days)

Monday - Friday, 7.40am to 8.30am. Breakfast is served until 8.15am in the Main Hall (all food is prepared in the Pupil kitchen which adjoins the Hall). At the end of Breakfast Club, children will be escorted to their classrooms.

Admission to Breakfast Club

The club is fully inclusive for all children in Reception to Year 6. There are 56 spaces available and are allocated on a first come, first serve basis. We do not currently have a waiting list but should the need arise, places will be allocated in the following order of priority:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions/hours per week

Currently, children do not have to pre-book sessions and can attend on the days they wish.

Booking and Payment Procedure

Breakfast Club fees are charged at £1.00 per child per session. As Breakfast Club is heavily subsidised by the School, we are not able to offer credit. All fees must be paid in advance or on the day unless otherwise agreed with the Headteacher. To attend Breakfast Club, parents must complete a registration form for each child. Once this form has been received, a child can attend the club the next school day.

All children must register daily at the main Office from 7.40am - 8.15am so we are able to keep an accurate record of attendance for health and safety and payment purposes. If you choose not to pay in advance, payment can be made daily when your child signs in.

If a child attends a session without paying, the School will contact parents requesting the debt is settled before their child returns to the club. Failure to make payment may result in a Child's Breakfast Club place being withdrawn.

N.B It is at the discretion of the Headteacher to confirm children who may attend for free due to financial hardship or other social reasons.

Behaviour

Breakfast Club follow the School's behaviour policy to ensure consistency for children at the club (A Restorative Justice Approach). Consistently poor behaviour may result in a child's place being withdrawn.

Staffing

Our staff ratio is 1:8. All members of the Breakfast club staff are CRB checked and at least 1 member of staff will hold a current first aid and food hygiene certificate.

Breakfast Club Policy of Queenborough School & Nursery Continued

Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. In keeping with the Play Values, Breakfast Club offer structured adult-led activities as well as free choice.

Weekly programmes 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) or physical activities (outdoors)
- TV/game console - *these activities are offered as it is recognised that for some children it is an opportunity to relax and rest. The length of time a child has access to these facilities will be monitored so that they do not spend the entirety of the session on a console.*

Breakfast Menu

We are a Healthy School and abide by the guidelines set by the Children's Food Trust. Further information can be found <http://www.childrensfoodtrust.org.uk/>

Our selection of food offers a healthy balance and includes:

- Toast with butter, jam, marmite, marmalade or lemon curd
- Choice of cereals (not containing sugar)
- Fruit or vegetables
- Fruit juice, water or milk

On special occasions/events, the School may deviate from the above menu.

This policy will be used in conjunction with the following School policies:

- Health and Safety Policy
- Single Equality Policy
- Safeguarding Policy and Child Protection Policy
- Fire Evacuation Policy
- Medical Conditions Policy and Asthma Policy