

# ORCHARD C OF E PRIMARY SCHOOL



## BREAKFAST CLUB REGISTRATION PACK 2019/20

*A small school with a  
big heart: committed  
to lifelong learning  
in a caring Christian  
environment.*



# **WELCOME TO ORCHARD C of E BREAKFAST CLUB**

Our opening hours are:

Breakfast Club - 7.30am to 8.40am.

The club operates term time only.

## **GENERAL INFORMATION**

### ***Aims:***

At the clubs we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care, providing a smooth transition to school each day.

### ***Activities:***

Children are free to choose activities and resources as they wish. Throughout the week there will be a selection of activities and resources available: for example dressing up, crafts, board games, construction, physical play, reading and iPads. We also welcome suggestions from the children for activities they would like to do.

The club will held in the school hall. Access to the hall is through the main reception area which is secured by electronic door controls opened by staff passes and high reach release buttons. These doors will automatically release in the event of a fire alarm.

### ***Food and drink***

Food for the club is provided by the school and we provide a healthy balanced start to the day with cereal, toast and jam and fruit juice or milk. We promote independence by encouraging the children to select and prepare their own breakfast and clear away afterwards.

Fresh drinking water is available at all times and children are encouraged to bring their own named water bottle.

We meet individual dietary/allergy requirements and recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Children eat together at tables.

### ***Staff***

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked and Paediatric First Aid trained. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8. If you have a query or a concern at any time, please speak to a member

of staff at the club when you drop off your child. If you prefer to arrange a more convenient time for a meeting, please speak to the school office.

### ***Accidents and first aid***

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured under the school's cover. Our staff are trained in first aid and a first aid kit is kept in the medical room. If your child has an accident whilst in our care, you will be informed and a slip provided when you collect your child after school.

### ***Illness and Medication***

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Staff at the Breakfast Club will not administer medicines.

### ***Policies and procedures***

The Breakfast Club follows the policies and procedures of Orchard C of E Primary School which are available on the school's website.

The Breakfast Club has its own set of risk assessments that are reviewed alongside the school's or when there are any material changes.

## **TERMS AND CONDITIONS**

### ***Admission***

Admission to the club is organised by the school office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a registration form to be completed for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

You do not need to enrol again for each new school year, we will keep your child's place at the club unless you tell us otherwise.

### ***Payment of fees***

The current fees are £5 per child per day, which includes breakfast.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is ill, on holiday (regardless of the amount of notice given), occasional days off or closure of Orchard C of E

Primary School due to an unforeseen event. We do not charge for bank holidays, school holidays and teacher training days as the Breakfast Club will not run on these days.

**Fees are payable half termly in advance via PMX.**

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to Ms Fieldsend or Mrs Heathcote.

***Changes to days and cancelling your place***

You must give us one month's notice of termination of your child's place or a reduction to sessions. In the event of additional sessions being required, these will be accommodated as soon a place becomes available. If you require an additional session during the week to cover an emergency, please let us know as soon as possible and we will do our best to accommodate your child, provided we have adequate numbers of staff for that day.

We politely request that if these additional sessions are occurring on a regular basis you review your childcare needs and register additional sessions to allow for these circumstances.

***Temporary changes***

Please remember that we need to know if your child will not be attending the club for any reason. Please notify the school office during school hours or ring the school mobile. If your child does not attend a booked session, we will treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the school office know by **Thursday** at the latest.

***Arrivals***

All children should be brought to the Breakfast Club via the main entrance to the school. Parents/carers should ring the door bell and staff will let the children in. At 8:40 the children will be escorted from the hall to their relevant classrooms. A register will be taken when children arrive .

PLEASE NOTE THAT CHILDREN WILL NOT BE ALLOWED TO BRING THEMSELVES TO BREAKFAST CLUB.

***Enquiries***

If you have any queries, comments or need to discuss any matters concerning your child, please speak to the one of the Breakfast Club leaders in the first instance.

Orchard C of E Primary School reserves the right to amend the terms and conditions and registration fees at any time.

### **CONTACT INFORMATION**

Orchard C of E Primary School

Blenheim Crescent

Broughton Astley

Leicestershire

LE9 6QX

Breakfast Club contact number: The school mobile will be answered from 7.30am to 8.40am. PLEASE NOTE THAT THIS NUMBER WILL BE AVAILABLE FROM THE START OF THE NEW TERM.

Outside of these times, parents can leave a message or ring the school office during school hours.

School office: 01455 283247

Email: [admina5@orchardcofe.leics.sch.uk](mailto:admina5@orchardcofe.leics.sch.uk)

**ORCHARD C OF E PRIMARY SCHOOL**  
**BRAKFAST CLUB REGISTRATION FORM 2019/20**

Childs Name.....

DOB.....

Year Group.....

Home address.....

Home telephone number.....

Please give details of all persons who have parental responsibility and anyone else you wish to be called in an emergency. Prioritise them in the order that you wish them to be contacted.

**Parent/Contact PRIORITY 1**

Name.....

Home address.....

Home telephone.....

Mobile.....

Home telephone number.....

Relationship to child.....

Parental responsibility.....YES/NO

**Parent/Contact PRIORITY 2**

Name.....

Home address.....

Home telephone.....

Mobile.....

Home telephone number.....

Relationship to child.....

Parental responsibility.....YES/NO

**Parent/Contact PRIORITY 3**

Name.....

Home address.....

Home telephone.....

Mobile.....

Home telephone number.....

Relationship to child.....

Parental responsibility.....YES/NO

**Dietary Requirements:**

Please list:

**Medical Information**

Does your child have any medical conditions that we need to be aware of? If so, please state:

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.....

Medical Practice name.....

Medical Practice address.....

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Telephone number.....

**Permission for photographs and digital images:**

From time to time we may take photographs and videos of the children at the Breakfast Club. Please confirm that the existing consents given to Orchard C of E Primary school regarding photographs and images are to apply for the Breakfast club. YES/NO

**Agreement between parent(s)/carer(s) and the Orchard C of E Primary School Breakfast Club:**

- I understand that by completing and signing this registration form I agree to meet the terms and conditions in the registration pack of Orchard C of E Primary School.
- I will inform the Breakfast Club of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the Breakfast Club immediately I am informed that he/she is unwell.

Signed.....Parent/Carer

Name.....

Date.....



**ORCHARD C OF E PRIMARY SCHOOL**

**BREAKFAST CLUB**

**BOOKING FORM**

Childs name.....Class

Please tick the boxes for the sessions required

Breakfast Club

7:30 am – 8:45 am

Monday	Tuesday	Wednesday	Thursday	Friday

Start Date.....

Signed.....Parent/Carer

Date.....

***Please return to school office***