



Breakfast Club

Information Booklet and Booking Form

We are community, we are relationships.
We are learning, we are achievement. We
are unique, we are inclusive. We are
enjoyment, we are perseverance. We are
hope, we are future.
We are Oasis.

Breakfast Club Co-ordinator: Mrs L. Singleton.

INTRODUCTION

The Breakfast Club is an initiative set up to provide support for families whose children are aged between four and eleven years old.

WE AIM TO:

- Provide a happy, stimulating, safe environment
- Offer a range of activities; arts, crafts, games etc.
- Provide quality resources for indoor activities
- Work together with parents and carers to accommodate individual needs of all children
- Encourage and support working parents by offering quality childcare
- Work closely with the 'Out of School Network' to promote the growth of the club
- We work within an equal opportunities framework
- All staff are CRB checked to an enhanced level and have the appropriate childcare qualifications

THE CLUB

The club is situated in the dining room.

All the main doors to the school are locked at the close of the school day. Access to the club can only be gained by the outside door into the dining room.

HELP WITH FEES

Working parents may be eligible for support with Breakfast Club fees, if they claim working tax credit. Further information can be obtained by visiting the following website, www.direct.gov.uk

HOURS OF OPENING / SESSIONS

Childcare element:

A session is from 8.00am – 8.50am. Children will be escorted to their classrooms. Sessions should be booked in advance to enable us to provide adequate childcare ratios. Some ad-hoc places may be available, please speak to Mrs Singleton, who will answer any queries that you have.

Family Drop-in

Families should arrive by 8:00am, you will be asked to remain within the club until 8:40am when a member of staff will supervise the exit door in order for you to escort your son/daughter to the yard where they will join their class. (Supervision of the exit door is crucial in order to ensure the safety of pupils who are accessing the childcare element of the provision).

BREAKFAST

Breakfast will be provided by the club at the beginning of the session. We believe children eating their breakfast together is an important part of the club's session. Eating represents a social time for children and adults and helps children to learn about healthy eating. At the Breakfast Club we aim to provide balanced and nutritious food in line with EYFS welfare requirements.

Please inform the staff of any dietary requirements or allergies your child might have by completing the relevant section on the registration form.

STAFFING

All the staff at the club has a suitable qualification and a satisfactory enhanced CRB check.

FEES

Childcare element:

The cost is £2.50, per pupil per day

- Completed booking forms along with payment should be handed in to Mrs Singleton via the school office. Cheques are accepted. (**Please make payable to 'Oasis Academy Watermead'**). Booking forms will be sent out to those families who are currently having sessions before any newcomers are allowed to secure places.
- Priority will be given to parents/carers who are working, training or studying.
- No reimbursements can be given for sessions missed due to illness, late holiday bookings etc.
- When booking and paying for sessions prior to the next half term, please ensure that any pre arranged medical appointments or holidays etc are taken into consideration. No credits or refunds can be given for missed session.
- If you need to change days, we will do our best to accommodate you although we cannot guarantee places on days changed.
- If any vacancies remain after the process is complete we will advertise accordingly.

Family Drop-in

The cost is 50p per person per day.

Everyone is welcome and parents/carers will be responsible for their own children throughout the session.

ARRIVAL PROCEDURES

Children **MUST** be brought into Breakfast Club by an adult and signed into the attendance register.

If your child is over the age of 8 and you find this procedure inconvenient, please contact Miss Brailsford (Safeguarding & Inclusion Leader) to discuss further.

Please note there is no vehicular access to the school grounds.

We cannot be held responsible for any child left in the school grounds before 8.00am

TERMINATION OF PLACE

Half a terms written notice is required to terminate a child's place at the Breakfast Club. Failure to do so could result in you being charged half a term's fees.

ACCIDENT, SICKNESS & EMERGENCY PROCEDURES

School policy and procedures will be followed.

ABSENCE

If your child is not going to attend a session for whatever reason, please inform the school as soon as you are able to do so and ask the receptionist to pass the message on.

POLICIES AND PROCEDURES

Breakfast Club will follow all relevant whole school policies.

OPEN DOOR POLICY

We value our parents/carers and any comments or suggestions they might have. Please feel free to speak to Mrs Singleton at the end of the school day, or leave a message via the main office.

Oasis Academy Watermead Breakfast Club Registration Form

Name of child

Likes to be called

Age Date of birth

Home Address

.....Post code.....

Language(s) spoken at home.....

Religion (if applicable)

Ethnicity

Parent/carer's name

Parent/carer's name

.....

.....

Relationship to child.....

Relationship to child.....

Address if different from the child's

Address if different from the child's

.....

.....

.....

.....

Home tel

Home tel

Mobile/work tel

Mobile/work tel

Email

Email

Parental responsibility* yes no

Parental responsibility* yes no

If applicable, please provide details of any other person with parental responsibility*

Name tel no

Address

Emergency contact (friend/relation, etc)

Name Tel no

Address

Relationship to child

Please provide the names of 2 people **aged over 16** with permission to collect your child
Please inform us of any changes.

1 Name

2 Name.....

Address.....

Address.....

.....

.....

tel no

tel no

Relationship to child
(i.e. Childminder, parent's friend, grandparent etc.)

Relationship to child
(i.e. Childminder, parent's friend, grandparent etc)

.....

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***Parental Responsibility**

This is defined in law as being all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and his/her property.

Parents with parental responsibility include the following:

- The child's mother
- The child's natural father, if he was married to the mother at the time of birth, or they got married after that date but before the child's 16th birthday (parental responsibility is only lost through adoption or death)
- The father if the parents were not married at the time of the child's birth, but only
 - Through a court order
 - By agreement with the mother under a prescribed form of agreement under the Children Act (not just any form of agreement)
 - By acquisition of parental responsibility by being registered or re-registered as the child's father on the birth certificate
- A person who has been granted a residence order by the court for the duration of that order
- The child's appointed guardian or the child's adoptive parents.
- A local authority if the child is in care.
- Anyone else granted parental responsibility under a court order.

Please inform us of any changes in Parental Responsibility to your child.

I

This form can only be signed by someone with Parental Responsibility*

Signed date

Print name

For club use

Date child first used club.....Date child finished using club

.....

Oasis Academy Watermead Breakfast Club Medical Form

Name of Child Date of Birth.....

Who has parental responsibility for this child?

Name of Child's Doctor

Address.....

Telephone No:

Please tell us about any **immunisations/vaccinations** your child has had

.....
.....

Does your child have any known **medical problems**? If so, give full details.

.....
.....
.....

Does your child require **medication** prescribed by a doctor, to be given during club times?

Yes No

If yes, please arrange to record this with Mrs Singleton.

Please tell us if your child is **allergic** to anything

.....

Does your child have any **major dislikes** e.g. certain foods or materials?

.....

Any other information.....

Emergency Medical Treatment.

- **In the event of your child needing emergency medical treatment the whole school policy & procedures will be followed.**
- **Members of staff will make all reasonable efforts to contact you. The hospital will follow its' own guidelines on giving emergency treatment without parental consent.**

Form completed by:

Name.....

Relationship to child

Signed Date.....

For Club Use:

Where relevant has the Medicine Record been filled out? Yes

By whom?..... Date.....

Oasis Academy Watermead Breakfast Club Booking Form

Please place a tick in the appropriate box relating to the sessions your child will attend in our Breakfast Club during the next half term. This form should be returned to the school office with payment before the start of each half term.

This form **must** be accompanied by either cheque or cash for the **full** amount of sessions booked. Cheques should be made payable to 'Oasis Academy Watermead'.

Please complete a separate booking form for each child Term: Aut 1 Aut 2 Spr 1 Spr 2 Sum 1 Sum 2						
Week Commencing	MON	TUES	WED	THURS	FRI	The cost per session is £2.50
Child's Name Class						

IF WE ARE UNABLE TO OFFER YOUR CHILD A PLACE WITHIN OUR CLUB, WE WILL PLACE YOUR CHILD'S NAME ON OUR WAITING LIST AND AS SOON AS A PLACE BECOMES AVAILABLE WE WILL CONTACT YOU.

I UNDERSTAND THAT DURING THE TIME MY CHILD ATTENDS BREAKFAST CLUB HE/SHE WILL BE REQUIRED TO BEHAVE RESPONSIBLY AND APPROPRIATELY. THE PRINCIPAL RESERVES THE RIGHT TO PREVENT THE ATTENDANCE OF ANY PUPIL WHOSE BEHAVIOUR MAY PUT THE SAFETY AND WELLBEING OF OTHERS AT RISK.

Terms and Conditions: (Please read before signing)

Name of Child: - _____ **Class:** - _____

- I understand that session times will be 8:00am – 8.50am.
- I will sign the register when delivering my child(ren) and write in the time of arrival, I understand that this is a requirement of the provision.
- I understand my child will be given breakfast consisting of toast, cereal and a drink if the arrival time is between 8:00am-8.30am.
- I know that dietary requirements for individual children need to be discussed with staff, including allergies.
- I understand that children will be delivered to their classrooms at the end of the session.
- I agree to keep a child away from the club if s/he is sick or if advised to do so by a doctor - and/or staff members. (Vomiting and diarrhoea must be clear for 48 hours).
- I agree to update my contact information if it should change for any reason.
- I agree to respect any decision made by the Principal regarding my child’s attendance at breakfast club.
- I understand that each booked session must be paid for even if my child does not attend. (Unless cancelled at least 24 hours in advance).

SIGNED PARENT/CARER.....

PRINT NAME.....DATE.....