



BREAKFAST CLUB BOOKING & CHARGING POLICY

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development is central to the life of our school and this will be reinforced in the school's Breakfast Club Booking and Charging Policy where appropriate

We believe in open communication with all our stakeholders. This policy is presented to help ensure that everyone involved understands what we are trying to achieve. It will be reviewed and updated annually.

Capacity:

The Breakfast Club will be run by four members of staff and therefore can offer 35 places per session. The Breakfast Club is not open to children who do not attend St Andrew's CEVA Primary School.

Enrolment:

To enrol your child(ren) in the Breakfast Club, booking's must be completed via the online booking system. It is the responsibility of the parent/carer to book and not the school.

Bookings can be made for any of the weeks available to you at the time of login. Generally a term at a time will be available to view and book.

Booking Cut off is Wednesday 12:00 noon before the week commencing date.

Any requests to change or cancel sessions must be made before the cut off point. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Sessions:

The Breakfast Club will run Monday to Friday term-time only. Session times are 8.00am to 8.45am

Sessions are available to book in advance only and must be booked **before the cut off point.**

Children must be dropped off at the entrance gate by the MUGA at 8.00am and this time must be strictly adhered to. They must be accompanied by an adult who can sign them in with the Breakfast Club staff.

Admittance to Breakfast Club will not be granted if a session has not been booked.

The car park is NOT to be used. Anyone found doing so risk forfeiting their child's place.

Payment:

Payment does not need to be made at the time of booking, however **MUST** be made before the booking cut off point.

Refunds will not be made for any missed booked sessions, please see paragraph below on charges

Charges:

The Breakfast Club operates a flat rate charging policy. Charges are £2.50 per session per child. Booked sessions will be charged for, irrespective of absences, this is to cover staffing provision.

Payment Exceptions:

We understand there are, however, always exceptions to payments due to certain factors:

- If the school is closed for any reason, ie. enforced snow closure, polling days there will be no charge to the parent.
- If a child is **ill** there will be a **50%** charge and their place will be kept for them for up to a period of 5 days. Any illness absence over the 5 days will need to be negotiated.

Every effort will be made to be flexible and understanding.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the Breakfast Club supervisor and assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The Breakfast Club will use a variety of spaces within the school to operate.

Activities may include but will not be limited to:

- Arts & crafts
- Reading
- Board games
- Physical activity
- And other such themed activities deemed suitable

Food and Drink:

A healthy breakfast will be served on arrival. Examples of the types of foods that will be served include:

- Toast/Crumpets (with a variety of toppings)
- Pancakes
- Cereals
- Yogurt
- Fresh and dried fruit
- Fruit juices/water/milk

Ethos and policies

The Breakfast Club will function under the ethos and support of all school policies.

E.g. The Behaviour Policy.