



FEDERATION

The Grinling Gibbons and Lucas Vale Federation

## **BREAKFAST CLUB POLICY**

### **Aims:**

- To support working parents by providing early morning childcare from 8.00 a.m. to 8.50 a.m.
- To offer the children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

### **Ground Rules:**

1. The Breakfast Club will be run by Lucas Vale Primary School.
2. The Breakfast Club will operate on a **'pay as you go service'** on a daily basis.
3. The Club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, playing board games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
4. Staff will be responsible for the care and management of children, treating them with respect at all times.
5. The club will comply with environmental health food safety standards.
6. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
7. All children are expected to behave well, show respect, be polite, and look after equipment and resources, be co-operative and courteous to staff and to each other.
8. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
9. The Club will operate for children attending Lucas Vale Primary School only.
10. Membership of the club is available to children when they start in Reception.
11. The charge of £2.00 per day covers the cost of care and a simple breakfast of toast, cereal and a drink. Parents will be given one month's notice of any increase in fees. All fees must be paid at the start of the session or if you prefer to, you can pay weekly or termly in advance.



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**NB: Children will not be allowed to come to breakfast club if two or more sessions are not paid.**

12. Breakfast will finish being served at 8.30 a.m.
13. At the start of school (8.50 a.m.) children will be released into the playground to line up. Reception children will be taken to their classroom.
14. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.
15. Parents are asked to keep the school informed of any change of emergency contacts via the school office.
16. Parents of KS1 children are required to hand their children over to the breakfast club assistants.
17. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to the Executive Business Manager.

These Ground Rules are agreed on behalf of

.....  
(Name of child)

Signed .....  
(Parent)

Date .....