



Breakfast Club Policy

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Aims and Objectives

Brookside Pre-school Breakfast Club will be operational from Monday 17th April 2023, and is only open to children who attend Brookside Pre-school. Our aim is to provide a Breakfast Club that supports families by providing a safe, healthy, and useful environment for children from 8:30am to 9am. The Breakfast Club is not providing the same service as the pre-school provision.

Policies

The club is subject to the same policies and procedures that apply to and have been adopted by Brookside Pre-school staff and Management Committee.

Staffing

Usual pre-school staff will be running the Breakfast Club, under the direct supervision of the Manager in line with the Preschool's staff policies.

Staff to child ratio will be:

1:4 for children aged under 3 years

1:8 for children aged over 3 years

Behaviour

The Breakfast Club is subject to the same policies, procedures and expectations that apply to the Pre-school as demonstrated through Brookside Pre-school's Behaviour Policy.

The following additional points should be noted however:

- Behaviour will be strictly monitored so that the well-being of all children is ensured. The committee will be made aware of any child who consistently misbehaves, and a decision will be made as to whether they can continue to attend.

Reserving Places and Payment

To attend the Breakfast Club, Parent/Carers need to complete a booking form to reserve places at the end of each half term, in advance of the following half term.

- Fees are non-refundable and will not be refunded for absence due to illness or other family commitments.
- Money is refundable however for reasons caused by the pre-school e.g. Pre-school closure.
- Parents/carers may reserve places every day of every week or for a specific combination.
- Places are limited though, depending on demand, provision could expand in the future.
- Whenever possible, two emergency places are kept for every session and may be used by Parents/carers at short notice as a one off at the discretion of the Manager.
- The fees are subject to review annually and the current fee is published in the parent handbook and on our website.
- Attendance is not a statutory requirement, and no extra financial support can be provided by Brookside Pre-school for individuals. It is not possible to use any funding for Breakfast Club sessions.
- Invoices will be issued at the start of each half term in line with current billing arrangements
- Payment should be made in the same way as all other fees. Tax free childcare payments and childcare vouchers may be used.

Organisational Procedures

- Parents/carers are responsible for ensuring the safe arrival of children into the building.
- Staff will arrive at the premises and set up breakfast and activities. Breakfast Club opens at 8.30am. When children arrive, they will be marked present in the register noting the time of arrival. Children must arrive at 8.30am but before 8.45am. Late comers will be required to wait until the normal pre-school opening time of 9am.
- Breakfast will be served until 8:50am. A choice of cereals and toast, fruit, yogurt and milk will be offered.
- Parents are responsible for advising staff of any changes in their child's dietary requirements, food allergies or intolerances.
- Activities will be provided. Variety will be available based on the interests of the children.
- Any ICT programs used on the iPad will be of a high quality and encourage learning and creativity.