

## **St. Catherine's Catholic Primary School**

### **Breakfast Club**

**01768 864 612**

At St. Catherine's Catholic Primary School we provide the highest quality education and care for all our children. We offer a welcome to each child and family and provide a safe, warm and caring environment within which all children can learn and develop. The Breakfast Club is an integral part of St. Catherine's Catholic Primary School and carries the same high expectations of behaviour and conduct from staff, children and parents.

### **Aims of the Breakfast Club**

1. To provide a warm welcome and a high quality, safe and happy service which meets the needs of the children and their parents / carers at the beginning of each school day.
2. To provide an environment that is safe, supportive, encouraging and challenging where children can meet their friends, make new ones, try out new activities, relax, have fun and enjoy.

### **Opening Hours**

The Breakfast Club sessions start at 8:00am and finish at 8:40am on Mondays to Fridays. It is a term-time only setting and therefore it does not open on Bank Holidays or INSET days. Term dates are in line with St. Catherine's Catholic Primary School and can be found on the school web site.

Breakfast is served between 8am and 8:20am.

### **Registration**

Once a booking form has been completed and returned to the Breakfast Club a child will be registered with our service.

### **Booking a Place**

Once the booking form has been completed additional sessions can be booked in writing or verbally. Once a place has been booked a charge will be incurred for that place which is non-refundable. If your child has been absent from school, bookings for the following week can be made by telephone and the payment sent in on the day of your child's return to school.

### **Fees**

This is a non-profit-making venture. The Breakfast Club will cost £3 per day, per pupil. Fees cover staffing, breakfast and activities. The Breakfast Club reserves the right to review fees termly and notice will be given in writing.

### **Payment of Fees and Extras**

An invoice will be prepared on receipt of the registration form and must be paid in advance of each week. Payments must be received by the Thursday before the child attends Breakfast Club; failure to pay the week before means that the child cannot attend during the following week. Payments can be made weekly, monthly, half-termly or termly. Fees will not be waived through absence or sickness. The accounts will be kept by Mrs. Diane Pickering in the school office and all enquiries regarding finances should be discussed with her to ensure no confusion.

### **Termination of Contract**

A child will leave the Breakfast Club when he / she leave St. Catherine's Catholic Primary School. The co-ordinators of the Breakfast Club reserve the right to refuse admittance to

the club if the parents / carers or child do not comply with the Terms and Conditions of the Club and the Behaviour Policy of St. Catherine's Catholic Primary School.

Parents / carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the children is incompatible with the interests of the Breakfast Club. This will be done following consultation with Mrs. Hill. There would be no refund of fees in these circumstances.

### **Arrivals and Departures**

The children are the responsibility of their parents / carers until they have been handed to a recognised member of the Breakfast Club staff; Miss. Campbell or Miss. Monaghan.

Each child must be entered onto the daily register and their parent /carer must sign his or her child into the Club.

Entry for the Breakfast Club is via the KS1 door (Up the steps, just off the school driveway.)

At the end of each session, 8:40am, the children will be taken to the playground and handed into the care of the school staff on duty.

### **Absence and Sickness**

Please advise the Breakfast Club if your child cannot attend for any reason, 01768 864 612.

In cases of emergency you may contact the school by telephone.

Please keep your child at home if they are suffering from any of the following:

- Diarrhoea,
- Nausea,
- Any unknown rashes,
- Or any other illnesses combined with a high temperature.

Staff reserve the right to refuse acceptance of a child who is thought to be unfit to attend.

### **Photographs**

Photographs / video of the children may be used in the Breakfast Club's promotional material and the school website. Parents / carers are required to provide permission for images of their children to be used in this way by completing the section on the booking form.

### **Allergies and Medication**

It is the responsibility of parents / carers to inform the Breakfast Club staff of their child's allergies. Precautions will then be taken to ensure the safety of the child concerned.

The Breakfast Club will follow St. Catherine's Catholic Primary School's Medication Policy.

Miss Campbell has the appropriate First Aid training.

### **Issues or Concerns**

All enquiries must first be discussed with Miss. Donna Campbell, Breakfast Club Supervisor or Miss. Lauren Monahan, Breakfast Club Assistant. Financial questions can be directed through Mrs. Diane Pickering in the School Office. Parents are welcome to contact Mrs. Hill during the school day.

**St. Catherine's Catholic Primary School**  
**Breakfast Club**  
**Registration Booking Form**

Name of Child :

Class:

Name of Parent/Carer:

Emergency Contact Details:

Name:

Telephone Number:

Name:

Telephone Number:

I understand that the fees for the Breakfast Club are £3 per day, per child.

I understand that I must pay the Breakfast Club fees by the Thursday of the previous week or my child will be unable to attend the Breakfast Club that week.

I understand that we must abide by the Terms and Conditions and Behaviour Policy of St. Catherine's Catholic Primary School.

I give / do not give permission for my child to be photographed.

Signed \_\_\_\_\_ Print \_\_\_\_\_

This form must be completed and returned to the School Office before your child can be given a place at the Breakfast Club.

**St. Catherine's Catholic Primary School**

**Breakfast Club**

**Weekly Booking Form**

Week Commencing:

Please circle days required:

Monday

Tuesday

Wednesday

Thursday

Friday

Name of child:

Class:

I enclose £ \_\_\_\_\_ @ £3 per day.

Signed \_\_\_\_\_ Parent/Carer

Please return to the school office by the Thursday of the week before attending Breakfast Club. All places must be booked in advance.