

## WIMBLEDON CHASE PRIMARY SCHOOL

### Breakfast Club Policy

#### **Aims:**

To offer children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

To support working parents by providing early morning childcare.

#### **Ground Rules:**

1. Although the Breakfast Club has close links with Wimbledon Chase Primary School, it is an organisation in its own rights and is managed by a voluntary management committee with its own accounting and management procedures.
2. The club will provide a healthy breakfast and activities to assist learning e.g. doing homework, reading, drawing, playing board games, using the computer or supervised outside games. Children will not be allowed to leave the breakfast club room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be a member of staff to child ratio of 1:8 for children aged 5-7. Two members will be attendance at all times.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be cooperative and courteous to staff and each other.
7. Children who do not behave well or do not show respect for staff and each other will be banned from the club – either permanently or temporarily, depending on the circumstances.

8. Staff organising the club have the power to make the decision whether or not to ban a child. The Headteacher will be informed.
9. The club will operate for children attending Wimbledon Chase only. Membership to the club is available to children when they start Nursery.
10. Fees should be paid in advance. Charges cover the cost of care and a simple breakfast of toast, cereal and a drink - £4.50. (The management committee reserves the right to review charges if necessary). Breakfast will finish being served at 8.25am.
11. A registration fee of £5.00 is payable – this is non-refundable and covers administration costs.
12. The club reserves the right to exclude a child if fees are not paid, but if a parent has any difficulties with payment he/she should inform staff.
13. Parents and carers are asked to show agreement with these ground rules by signing and returning a copy of this policy.
14. Parents are asked to complete medical and emergency contact forms and to keep the school informed of any change to emergency contacts.
15. 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 Headteacher. If the matter remains unresolved the complaint should be addressed to the chair of the management committee; c/o Wimbledon Chase Primary School.

**These Ground Rules are on behalf of:**

..... **(name of child)**

**Signed** ..... **(parent)**

**Date** .....