

St Paul's



Breakfast Club

HOW WE WORK

General: We are managed by the school and staffed by school staff members. We are able to take up to 32 children at any one time from ages 4-11.

Opening times: We are open every weekday during term time excluding Inset days from 7.45 - 8.45 am. Your child(ren) can be dropped off at any time between these times, but food is only served until 8.15am. Children can enter Breakfast Club via the Atrium and into the hall. Please could all parents/ carers ensure that they sign their child in.

Cost: Breakfast Club has a fixed cost of £5.00 which includes unlimited breakfast and activities. The cost does not change depending on the time you arrive. Payment is required at the time of booking and we accept online payments, cash, cheques or childcare vouchers. Please do not send cash through the post. Cheques should be made payable to St Paul's School Fund. We do not offer credit. We reserve the right to refuse further bookings if the full fee is not paid. If you have payment issues please speak to the school office staff.

Bookings: We send out booking forms before the end of each half term, but you can also book on an ad hoc basis through the school office. If you wish to cancel your booking please let us know 24hours in advance. Voicemail messages can be left on the school number 01306 883547. Should you require us on the morning, you are welcome at this time to just turn up. However this arrangement is subject to change at short notice.

Child Information Sheets: Please fill in these forms with as much detail as possible and return to the school office before the first date your child will be attending Breakfast Club.

General:

- Please enter Breakfast Club through the Atrium doors at the top of the lane. Ring the bell if the door is locked and we will come and let you in!
- We have some general terms and conditions that you must read and then sign the Contract of Agreement to say that you agree to adhere to them.
- It would be really useful if you could supply us with some extra information about your child that you think may be of relevance to us, for example SEN, behaviour issues, interests, food preferences etc. This will help us to accommodate their needs where possible.
- We are always open to new ideas and suggestions or thoughts regarding Breakfast Club as we do appreciate your feedback. Likewise if you have any problems or questions to do with Breakfast Club, please do come and speak to us.
- We offer a range of activities, mainly quiet ones such as pool table, construction toys, small world toys and outside, plus lots more! This is because it's early and we aim to let the children go to school in a calm manner!
- We offer unlimited breakfast such as toast, cereal, cereal bars, crumpets, pancakes, various spreads and drinks which is served until 8.15am. This does change and is flexible as the needs and preferences of our children change too!

Contact Details:

Manager: Kim Salter

Tel: 01306 883547 (school office for general bookings and to advise non attendance)

Email: info@stpauls-dorking.surrey.sch.uk

Aims Of Breakfast Club

We provide good quality childcare for the children of St Paul's School and children in primary schools in Dorking aged between 4 and 11. We can take up to 24 children at any one time and we have experienced and enthusiastic staff. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that your child(ren) have a safe and happy time at Breakfast Club.

Children and parents are encouraged to give their feedback to the services we provide which enables us to sustain and strive for the quality we aim for. We listen to the needs and preferences of the children and parents and try where possible to meet those needs for example particular foods or spreads. We encourage the children to use Breakfast Club as a social opportunity and at the same time to learn about the benefits of healthy eating. We all sit around the breakfast until we have finished eating, then quiet play or activities are chosen games or outside is made use of in better weather.

We provide unlimited food and we encourage all children to eat and drink something providing they arrive by 8.15 am. We provide a range of healthy food such as cereals, toast, pancakes, cereal bars, crumpets and various spreads. Again we rely on the feedback of the children to establish their preferences as they do change! Food cannot be served after 8.15am as staff are then supervising activities and getting the hall ready for the school to use.

Breakfast Club

TERMS AND CONDITIONS

Welcome to St Paul's School Breakfast Club!
Please take time to read these Terms and Conditions, as they will help with the smooth running of the club.

1. Places:

We request that you fill in a termly booking form if possible. There will be some places available at short notice: these will be allocated on a first come first served basis.

2. Charges:

The cost of a place is £5.00 and includes unlimited food and activities. Food is served until 8.15 am. There is no reduction in cost for later arrivals. You may pay half termly, monthly, or weekly in advance, or per session. Online payment through Tucasi Scopay is preferred, but cheques or cash are accepted. Please make cheques payable to St Paul's School. There will be a charge for any cheques returned by the bank.

Should you no longer require a place you have booked and paid for, you will be eligible for a credit if you advise the school in advance. Messages may be left on the office voicemail.

3. Into school:

Children will be signed out by a member of staff and year R children will be dropped off in their class by a BC member. Year 1 children and upwards make their own way to classes.

4. Behaviour:

Behaviour by any person "on site" considered by the manager to be unacceptable and inappropriate will not be tolerated. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

5. Confidentiality:

All information exchanged by any person involved with the club must be kept confidential.

The success of the club depends on co-operation and sharing between all those involved. Parents should address any comments they wish to make to the manager or co-ordinator.

Breakfast Club Child Information Sheet

A separate form is to be completed by each child.

Child

Full Name:

Name (prefers to be called):

Home Address:

.....

.....Post Code:

Telephone:

Age:Date of Birth:

Parent/Carer

Name:

Work Contact (Company/Organisation)

Address:

.....

Telephone:

Mobile:

Alternative Contact In Case Of Emergency

(above will be called first)

1. Name:.....

Address:

Telephone:

2. Name:.....

Address:

Telephone:

Care Information

Please give details of any allergies, illness, special needs, dietary restrictions, etc:

.....

Doctor

Please give details of doctor and surgery that your child is registered with:

.....

.....

Medication

I will notify the Breakfast Club staff of any specific medication which may need to be administered to my child, and I understand that I will need to complete an additional consent form.

Additional Information

Please could you supply us with any other information such as special educational needs, behaviour issues, interests, food preferences etc that you think will be relevant to us. Please continue on attached sheet.

Breakfast Club Emergency Consent Form

In an emergency, when a parent's attendance cannot be immediate, it may be necessary to obtain treatment for a child from a doctor or the casualty department of a hospital. We would ask that you give your consent below in the unlikely event of this occurring.

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic to my child.

Signed: (parent or guardian)

Name of Child:

Address:

Date of Signature:

Breakfast Club Food Allergy Form

Child's Name:

Does your child have **any** allergies to **any** foods?
(If yes please give specific details below)

Does your child have any other food requirements, for example religious reasons?
(If yes please give details below)

Signed:

Date: