



Breakfast Club Policy

Aims:

- To provide a welcoming, safe and secure environment for children at the beginning of their nursery day
- To provide an affordable, early drop off childcare facility for working parents and carers
- To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment
- To provide a calm play environment in which children can engage socially with children from other age groups, therefore strengthening relationships in the nursery community.

In order for our Breakfast Club to run efficiently and to remain a viable additional service, we would ask all participating families to adhere to the following terms and conditions;

Enrolment:

All children requesting to attend Breakfast Club must have completed a registration form prior to the first time that a child attends.

Places are allocated on a strictly 'first come, first served basis.'

A space is allocated upon receipt of the booking form in advance.

Emergency bookings may be available by emailing the nursery.

If you turn up at nursery without booking, we cannot guarantee that a space will be available due to the strict ratio requirements that we are legally obliged to adhere to.

Sessions:

- Breakfast Club will run Monday to Friday all year round excluding INSET days, Bank Holidays and the week between Christmas and New Year.
- Breakfast Club will run from 7.00am to 8.00am
- Breakfast Club is strictly booked in advance either as a regular session or ad hoc. We are not able to offer 'drop in' sessions due to the strict ratio requirements. However, if you require urgent attendance on the day, then it is advisable to telephone after 6.50am to enquire about availability.
- All sessions are subject to availability. Priority will be given to children who attend regularly
- We can accept a maximum of 12 children per session.
- The Nursery doors will be opened at 7.00am and are closed at 7.40am. Parents are free to choose their arrival time between 7.00am and 7.40am. No entries can be made after 7.40am unless extreme circumstances have prevailed, in which case it is at the discretion of the Breakfast Club Manager, as to whether the entry is permitted.
- No breakfast will be served after 7.45am to allow sufficient time for the children to eat their breakfast and for staff to clear away and ensure that the children are ready to start their nursery day in their respective base rooms.

Payment:

The cost of Breakfast Club is £7.00 per day, per child. Costs will be added to Nursery Accounts. The Breakfast Club Supervisor will ensure that an accurate register of attendance is kept and that parents also sign when dropping their children off each morning they attend. This register will then be given to the Office Manager for processing. At least 24 hours notice is required to cancel a Breakfast Club session, due to holiday or sickness. Please note, informing a member of staff is not sufficient. Cancellations must be received by email to office@archfieldhousenursery.co.uk to ensure costs are not added to your account.

Staffing:

There will always be a minimum of two members of Breakfast Club Staff at each session from 7.00am and more staff depending on occupancy.

- Stacy Ashdown (Nursery Manager) is our Breakfast Club Co-ordinator. She will not always be present but she will oversee the organisation of the Club.
- Hayley Ashley will be our Breakfast Club Supervisor. She will be running the club when required and will be responsible for the day to day management of the sessions. Hayley is Paediatric First Aid trained and also is trained in Basic Food Hygiene. Hayley has worked in our Caterpillar Room for 4 years and is therefore familiar with the children throughout the nursery.
- Other staff supporting the Breakfast Club will be on a rota. They will all be familiar staff as well as having a DBS clearance.

Organisation:

Children will arrive at the Nursery Back Door and be welcomed into the Honey Bee Room at the end of the corridor on the right hand side.

There is a separate kitchen for use which is well maintained and kept clean. The kitchen will comply with Environmental Health Food Safety Standards.

Children will be registered upon arrival and parents asked to sign the register before leaving. This will confirm attendance at the Breakfast Club and therefore support the invoicing system. Parents will be asked to hang their child's coats and bags on the relevant pegs before leaving the premises.

Upon arrival, the children will be encouraged to eat a nutritious breakfast. We ask parents to ensure that they have informed us of any preferences of breakfast content.

After eating their breakfast, children will have the opportunity to play in the Honey Bee base room. At 8.00am, the children will be taken to their respective base rooms accompanied by the Breakfast Club Supervisor who will then hand them over to the relevant staff member ensuring that they pass any essential messages over.

The Office Manager, Christine Crew will then be given a copy of the register for payment purposes.

Policies:

As the Breakfast Club is run as an additional extra by Archfield House Nursery Ltd, all the existing nursery policies and procedures will be followed.

Behaviour Management:

Our policy is based on positive reinforcement and modelling of good behaviour.

Safeguarding:

All staff involved with running the Breakfast Club have a current DBS clearance and will follow existing nursery policies and procedures for Safeguarding. Archfield House Nursery is committed to safeguarding and promoting the welfare of children and young people

Fire Procedure:

In the event of the fire alarm being activated, all staff and children will follow the normal fire evacuation procedures. As Breakfast Club will be held in the Honey Bee Room, all persons will exit the nursery building through the closest exit which is the back door at the end of the corridor. They will then congregate in the small car park at the front of No.4 Archfield Road. The register will be taken and the children checked against the register to ensure they are present.

Contingency Plan:

Arrangements for cover of staff due to absence is organised by the Breakfast Club Supervisor, who keeps a register of staff available for cover.

Risk Assessment:

A risk assessment has been carried out for the Breakfast Club

Compliments, Comments, Complaints:

All necessary comments should be made by telephone or in writing to Stacy Ashdown, Breakfast Club Co-ordinator. 0117 9422120 or office@archfieldhousenursery.co.uk

Any complaints will be dealt with using our Archfield House Nursery Complaints Procedure.