

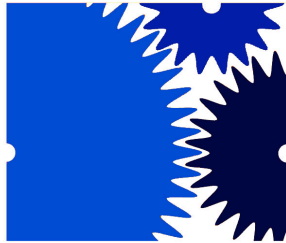
Prescot County Primary School
Putting the learner first

BREAKFAST CLUB POLICY DOCUMENT
(Reviewed September 2016)
Parent/Guardian to keep this copy for information

This policy document details the information parents should note when opting for a place in BREAKFAST CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in Breakfast Club is provided to pupils by Prescot County Primary School. Breakfast Club is an Ofsted registered service which will provide care for the child according to their regulations and standards.

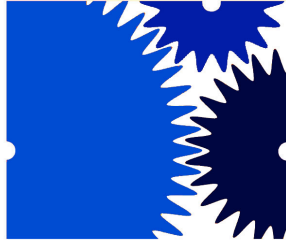
Appropriate policies and procedures are in place within the Breakfast Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

- Breakfast Club operates from 7:30am onward.
- Breakfast Club charges are £3.00 per session.
- **Payment is required for all booked sessions even if the child does not attend.**
- Payment can be made weekly, monthly or half-termly in advance. (Cheques should be made payable to Prescot County Primary School).
- Payment for Breakfast Club can be made to the school office or at Breakfast Club.
- **Two weeks **paid** notice is required if a place in Breakfast Club is to be terminated by Parents. Parents will be given two week's notice if a place in Breakfast Club is to be terminated by Prescot County Primary School.**
- In the unlikely event that Breakfast Club is cancelled by Prescot County Primary there will be no charge and as much notice as possible will be given to parents.



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- Under the reviewed policy procedures in the event that non payment for Breakfast Club causes arrears in excess of two week's fee's you will be given **one week's notice** before the allocated place in Breakfast Club for the child will be withdrawn.
- During Breakfast Club a nutritious healthy breakfast will be provided. Any special dietary needs, social & ethnic requirements reported to us will be noted.
- Breakfast Club will provide entertainment and age appropriate experiences & activities for children whilst they are in our care.
- If a child becomes ill whilst in Breakfast Club, it may be necessary for the parent to collect them.
- In the event of an accident we will initially contact you or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. Any changes should be notified immediately.
- Records will be kept of any Accident / incident resulting in an injury you will be required to sign these records.
- When appropriate we will apply sun cream to the child. The parent will be asked to sign a consent form giving permission to do this.
- If a child is to be collected by someone other than their parent it is imperative that you inform us in advance.
- Once collected from our care the responsibility for the child is then with the named person.
- Children will **NOT** be left in their care without confirmation of their details.
- Prescot County Primary reserves the right to refuse to let that person collect if we consider that that person is not to be fit and proper to do so.
- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter.



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Headteacher – Mr S George

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