



St. Peter's  
Catholic  
Primary School

# St. Peter's Catholic Primary School

## Wrap-Around Care Policy – Early Risers Breakfast Club

Date Policy Last Reviewed: 1 March 2022

Signed by:

_____	Headteacher	Date: _____
_____	Chair of Governors	Date: _____

## PURPOSE OF THE POLICY

To describe how the school delivers a childminding service in the form of before school care which is affordable, sustainable and of quality.

## AIMS

Our morning care provision aims to:

- Provide opportunities for fun, enjoyment and learning through a range of activities, in a safe and stimulating environment.
- Encourage children to develop social skills within and between age groups including: friendships, compromise, turn-taking, empathy, cooperation, listening, communication, sharing, good manners and conflict resolution.

## HOURS

- Early Risers Breakfast Club runs during term time Monday – Friday, from 7:30 am. Last admission is 8.am for breakfast which will finish being served by 8:15. Pupils arriving after this time will not receive breakfast but the full amount is still payable for the session.
- Pupils are taken to class for morning registration.
- All spaces are subject to availability based on ratios.
- Places are allocated according to application order.
- The club is open to children from Reception to Year 6 – please see ‘Admissions criteria, including exceptions’ for more information.

## ADMISSION, BOOKING PROCEDURES AND PAYMENT OF FEES

- Registration forms, available from the school office, must be completed prior to a child starting at the club.
- Emergency contacts must be up to date with the school office staff
- Regular slots should be booked one week in advance, and fees should be paid no less than a week in advance.
- Confirmation of a place will be in writing.

- If a session has not been paid for, in advance, the child will not be able to attend and a member of staff will contact you to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

#### ADMISSION CRITERIA, INCLUDING EXCEPTIONS

- Pupils who's needs require them to have 1:1 support to access daily educational provision may access breakfast club by special and prior arrangement with the head teacher. The staffing structure does not allow for the additional ratio which 1:1 support requires and this would have to be specifically discussed as part of a 1:1 plan.

#### ABSENCE

- If your child has been booked into Early Risers Breakfast Club in advance and they are absent from school for any reason, the fees will be carried forward.

#### VENUE

- Early Risers Breakfast Club is based in the Hall. Children have access to the school field and playground during before school sessions, weather permitting.

#### REGISTER AND COLLECTING

- A register of children who attend Early Risers Breakfast Club is taken at the start of each session. This register is filed in the Extra School Club folder which is kept in the school office.
- Parents should drop off their children at the main entrance

#### SNACKS AND MEALS

- Breakfast: options include a range of different cereals, toast with appropriate preserves, a selection of fruit, milk and water.

## ACTIVITIES/ PROVISION

- A range of activities are available each session for the children who attend. These may include role-play, creative crafts, reading, games, lego/construction, small world toys, computers, learning & discovery, outdoor activities, movies, as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

## BEHAVIOUR

- Children and staff are expected to follow the School's Behaviour Policy whilst attending Early Risers Breakfast Club
- The health and safety of our pupils is of paramount importance therefore repeated disregard for the school's behaviour policy, especially where behaviour causes a potential risk to others, may result in exclusion from the club for a fixed term or permanently.

## HEALTH & SAFETY

- Staff must follow the St. Peter's Primary Health and Safety, E-Safety and Safeguarding Policies and all other related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder located in the office. All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

## FIRST AID

- There must be a qualified first aider on site during sessions
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the school's accident book and a medical form will be completed as necessary. The accident will be reported to the parent/carer either immediately or when collecting their child, dependent on the severity.
- Parents/Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

## STAFFING

- All staff will adhere to the St. Peter's Primary School Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 10 children 1:10
- All school staff are DBS checked and must attend Child Protection induction and/or training.
- All staff must be familiar with the St. Peter's Primary School Child Protection and Safeguarding Policy and related documents (KCSIE) and be clear about how to deal with safeguarding concerns.

Enquiries regarding bookings and payments: 01302 369143 (School Office) Enquiries/Contact during the session: 01302 369143