



KINGSNORTH

Church of England Primary School

Breakfast Club Application Form Pack

Sept 2023



Breakfast Club Application Form

Child's Surname:	Forename(s):
------------------	--------------

Date of Birth:	Age:	Class Teacher:
----------------	------	----------------

1 st Contact: Mobile Phone:	Work Tel. No:
Name:	
<hr/>	
2 nd Contact: Mobile Phone:	Work Tel. No:
Name:	
<hr/>	
3 rd Contact: Mobile Phone:	Work Tel. No:
Name:	

Due to the 07:45 start, please could we ask that you note *any* medical condition below. Please do not rely on the fact that the school may have been notified previously of a condition.

Please take the view that unless stated here, we will not be aware. Thank you.

Does your child have any medical conditions of which we should be aware ie			
Asthma	Epilepsy	Diabetes	Other: _____

Does your child have any specific dietary needs or food intolerance of which we should be aware of?			
Allergy to:	Dairy	Wheat	Gluten Other: _____



Declaration

I hereby consent for my child to take up a place at the Kingsnorth Breakfast Club, according to the terms and conditions set out. I have read the terms and conditions of Kingsnorth Breakfast Club and agree to follow it's policies and procedures.

I confirm that the above information is correct and I will undertake to inform the Breakfast Club Manager as soon as possible of any changes in writing.
eg a change of personal details or change of days attending.

I also note that payments (now £3.00 per session) must be paid in advance and via Scopay ONLY, as Kingsnorth CEP School no longer accepts cash/cheques.

Parent/Guardian Signature: _____ **Date:** _____

Print Name: _____



Booking Request Form

Name of Child: _____

I/we would like our son/daughter to start attending Breakfast Club starting:

(Circle as appropriate)

- **As soon as possible**
- **from: _____ (date)**

We would like our child to attend on the following days:

Monday **Tuesday** **Wednesday** **Thursday** **Friday**

My child will have eaten breakfast at home

My child will eat Breakfast at the Club

(As the parent, I understand that I must inform staff if my child has eaten at home on the day if they usually eat at school, as due to experience, staff I am afraid can not take the word of the child on the day).

I also understand that if I no longer need the place, or would like to change the days attended, this must be done to the Manager IN WRITING as soon as possible.

Breakfast Club Times: 07:45 - 08:45

Breakfast Club Session Charge : £3.00 (paid in advance via Scopay)

Queries with the club should be directed to: breakfastclub@kingsnorth.kent.sch.uk

Parent Signature:

Date:



KINGSNORTH

Church of England Primary School

Breakfast Club Policy

Sept 2023



AIMS:

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To enable the children to enjoy a healthy, nutritious breakfast at the start of the school day in a calm environment in which children can engage socially with friends and children from other year groups.

Opening Times:

The breakfast club will run Monday to Friday term-time only. Doors will open at 07.45am and will close at 08.45am. Children should arrive no earlier than 7.45am and no later than 8.15am to enable staff to clear food and clean before the start of the school day. Within this time children will be served a breakfast.

Booking and Payment Arrangements:

A registration and booking form must be completed to register a child before a booking can be made.

These are available from the main school office. Places are subject to availability. Places for each provision must be booked in advance, preferably on a termly basis, but as a minimum on a weekly basis. Sessions for existing users can be booked with 24 hours notice, although no guarantee of a place can be given if staffing ratios would be exceeded.

Parents/carers **must pay the £3.00 per session charge in advance** regardless of time of arrival.

Payment must be made via our online system 'Scopay'.

We accept tax free childcare vouchers, and other forms of voucher payment. Please contact the school or email breakfastclub@kingsnorth.kent.sch.uk for further details.

We require parents to give at least 1 weeks term time notice *IN WRITING* if their child is to stop attending Breakfast Club, so that invoices can be settled and numbers can be readjusted in the setting.



Exceptions to Payment

There are, however, always exceptions to payments due to certain factors and at times, parents will still be charged if they want their child to continue in Breakfast Club to ensure their place.

- If a child is absent from school, on an educational visit or a school residential visit, there will be **no charge** to the parent and their place will be kept for them.
- If the school is closed for any reason, i.e. enforced snow closure, there will be **no charge** to the parent and their place will be kept for them.
- If a parent chooses to take their child on holiday during term time, **they will be charged** full price for the sessions their child would miss as their place will still be kept for them.
- If a child is absent from school due to illness, **they will be charged**. This is due to the fact we have to pay and book places in advance so that levels of staffing can be organised and food purchased.

Breakfast Club Menu:

A healthy breakfast will be served with a choice of cereal and milk, porridge, toast and toppings, fruit, yoghurt, milk, water and occasional hot chocolate. There are 2 days where we have specials, which can consist of bagels, brioche, fruit breads, baked beans on toast. Please ask for further details.

Routine: Pupils will enter the school via main reception, wash their hands and stay seated in the main hall.

Routine:

- Children will come to the school via the reception area / office.
- They will be welcomed in and asked to line quietly, one behind the other and wait patiently
- Children should use the antibac provided to clean their hands, collect an allergy tag if applicable
- Children should then make their way to the hall, where they can place their belongings safely in the areas provided.
- Once in the hall they will have their breakfast.
- Children will use anti bac again to wash their hands before choosing their preference of food
- Once they have eaten, they clear their own plate and cup away from the eating table and then join in any of the activities laid out in the hall.
- Children have the choice to go out into the playground (weather permitting) from 8am once they have finished their breakfast. The playground is supervised at this time.
- Children then come back to the hall at around 8.35 and sit in their year group lines and have quiet time, show and tell before they are asked to leave the hall quietly for the classroom.

Staffing:

Breakfast Club is supervised by six members of staff.



Behaviour:

The Breakfast Club follows the School's Behaviour and Discipline policy.

All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.

Medicines:

If your child is on medication, you must hand the medicine in to the Breakfast Club Manager and complete the necessary documentation.

Fire Procedures:

Children should exit out of one of the fire doors leading onto the playground and assemble in year group lines. (Normal school procedures).

A register will then be taken to ensure all children are present.

First Aid:

First aid will be provided in line with school procedures and a note issued to parents if necessary.

Risk Assessment:

A risk assessment has been carried out for Breakfast Club and is held in the school office.

Insurance:

Insurance is held by the school office.

Complaints:

We hope that you never have cause to complain but if you do, please follow this procedure:-

- Firstly, speak to the Breakfast Club Manager; your concern may be quickly allayed by them.
- If you are still not satisfied, please make an appointment to speak to the Deputy Headteacher.
- If you are still not satisfied, you will need to put your complaint in writing and address it to the Executive Headteacher.