

## Breakfast Provision Information Booklet

This information booklet is designed to inform parents about all they need to know about Breakfast Provision and how to register their child in the Provision.

It includes:

- Aims & Objectives of Breakfast Provision.
- Terms and Conditions.

(School copy to be signed, dated, and returned to school, parent copy to keep)

- General Information.
  - Registration form.
  - Emergency Contact form.



## **Eastbury Primary School – Breakfast Provision Terms and Conditions**

### **Aims & Objectives:**

We aim to provide a high-quality Breakfast Provision that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a Provision that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive, and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

### **Start Times**

Breakfast Provision starts to serve breakfast from 7:45am and the last entry is 8:20am, Monday to Friday, during term time. The Provision will not operate during School Inset days when the school is closed to pupils.

Parents will need to bring their children into the main office to be signed in and then the children will walk down to the Breakfast Provision. At 8:45am Breakfast Provision staff will then dismiss the children to their classes.

### **Breakfast**

A variety of cereal are on offer to the children, as well as toast, eggs, beans, and fruit. Breakfast will stop being served at 8:20am, but fruit and water will be freely available throughout the session.

### **At Breakfast Provision we believe all children have the right to play**

Play is the basis to providing healthy development and the well-being of individuals. The Provision will provide a balanced structure of activities and play experiences.

### **Examples of Activities**

There will be several activities on offer during Breakfast Provision; these activities will change daily and will be planned by Breakfast Provision Supervisor/Staff. Activities may include a chance to complete homework, quiet reading, outdoor play, creative play, and collaborative games, amongst other opportunities.

### **Contact Numbers**

You can contact the Breakfast Provision by calling the school telephone number: 0208 477 9910

### **Accident and Emergency Procedures**

If your child has a minor injury at Breakfast Provision first aid will be administered by a staff member who holds a first aid certificate. This will be recorded in the first aid book, and you will be notified on collection of your child at the end of the evening session.

If your child has a serious accident at Breakfast Provision, we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents are recorded in the first aid book.

### **Sick Child Policy**

Parents must inform Breakfast Provision Supervisor if your child has any known medical condition or health problem or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the Breakfast Provision if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

### **Infectious & Communicable Diseases**

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, Covid-19, vomiting and fevers.

### **Parents Authority**

Parents authorise Breakfast Provision to take all necessary action to safeguard and promote the welfare of the child.

### **Parental Support**

Parents are expected to give their support and encouragement to the aims of Breakfast Provision and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

### **Loss of Property**

The Breakfast Provision will not be liable for loss of property brought onto the premises by parents and/or children attending the Provision.

## **Entry to Eastbury Primary School Breakfast Provision**

### **Registration**

Once a registration form from the provision booklet has been completed and returned to the office your child will be registered to attend Breakfast Provision, but you will need to book your child's session a week before via ParentPay.

### **Fees & Payment**

Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher.

Payments & Bookings must be made a **week in advance every Thursday by 12 Midnight** via ParentPay or the use of Childcare Vouchers. You will NOT be able to call up for a child to attend, after this time as ParentPay will be closed to ensure staff are booked for the correct ratio based on numbers of children. If your child is NOT booked on the session, they may **NOT** be able to attend, and we will give you a call to discuss.

If any debt is outstanding, on the 1<sup>st</sup> day you will be sent an email reminder, and this will need to be paid by the next day before your child can attend another session. If this debt has still not been paid, the manager will then have a meeting with you to discuss how the debt will be cleared. **If fees remain outstanding after these stages your child's place will be withdrawn.**

The cost of each session is **£2.50**.

### **Cancellation**

If parents do not wish their child to attend a session, they must notify the office the day before on the office number: 02084779910, as this is Non-refundable as staff as cover staff is already booked for ratio.

Please note that fees will not be waived, as staff are arranged and booked in advance.

### **Removal from the After School Provision**

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the Breakfast Provision Supervisor considers that the continued presence of the child is incompatible with the interests of the Breakfast Provision. There would be no refund of fees in these circumstances.

### **Disclosures/Child Protection**

Breakfast Provision Supervisor/Staff must be notified in writing immediately of any changes in contact details, collection details, family situations, or situations of risk in relation to the child for which any special precautions may be needed.

### **Confidentiality**

Parents agree to inform Breakfast Provision Supervisor /Staff of any information necessary to safeguard or promote their child's welfare. Breakfast Provision staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

### **Equal Treatment**

Similarities and differences are valued and respected and all children are treated equally. Breakfast Provision will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality, and equal opportunities.

### **Discipline**

Parents hereby confirm that they accept the authority of Breakfast Provision Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. Breakfast Provision will follow the Behaviour Policy of Eastbury Primary School which incorporates both anti-bullying and racial equality.

### **Photographs/video consent**

Eagles After School Provision Supervisor/Staff will use may take pictures/videos of your child which will be used in the school.

### **Severe Weather**

In the event of Breakfast Provision's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

### **Complaints**

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform Breakfast Provision Supervisor/Staff immediately, following the school's Complaints Policy.

**(SCHOOL COPY - TO BE SIGNED, DATED AND RETURNED TO SCHOOL)**

Child`s Name:

Class:

Siblings and Class:

Parent name:

Parent contact number:

Emergency contact number:

Allergy/Dietary Requirements:

Parent Signature:

Date:

