



## **Riston C E Primary Breakfast Club Policy**

### **Aims**

Everything we do is underpinned by our firm commitment to treat all children as individuals.

We aim to:-

1. Keep your children healthy
2. Keep your children safe
3. Make sure your children enjoy and achieve
4. Offer the children a chance to make a positive contribution to achieve economic well-being

We follow school policies where appropriate.

### **Terms and Conditions**

#### **Sessions**

1. Sessions are to be attended in agreement with the club and are to be pre-arranged.
2. Extra sessions can be booked at short notice subject to availability and should be paid for in advance or on the day of attendance.
3. Children are not permitted to leave the hall except to access the toilet and only with the supervisor's permission.

#### **Fees**

1. Fees are payable at least one week in advance by cash or cheque made payable to Riston Primary School Fund, unless otherwise agreed.
2. Payment should be given to the Supervisor upon arrival.
3. One month's notice is given of any proposed variation in fees chargeable.
4. Fees for sessions are inclusive of breakfast.
5. Reduced fee payable if no breakfast required.

#### **Late payment of fees**

1. In the event that fees are not paid on the due date the club reserves the right to withdraw provision.
2. In the event that bank charges are incurred by the club due to the cancellation or dishonour of a cheque, standing order or other payment, we reserve the right to claim reimbursement of the total charges incurred.

#### **Termination**

1. Notice to terminate this agreement and to withdraw your child/ren from the club must be given in writing one calendar month in advance of the intended date.
2. Fees are payable for a full one month in the event that shorter notice is given.

#### **Closing**

1. The club will be closed for statutory holidays and school INSET days.

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2. The school reserves the right to close the club at other times. The maximum notice possible will be given.

## **Arrival**

Admittance to the Breakfast club is through the rear doors. Children will not be admitted before 8.00 am. Please accompany your child into the hall upon arrival in order to register them with the staff

## **Infectious diseases**

1. You must inform the club staff as soon as possible if your child/ren has an infectious disease.
2. The club will take advice from the local government 'infection control for day care' guidelines and will also act in accordance with their 'sickness policy'. (See appendix 1 for a details of which diseases would lead to a refusal of admission.)
3. The club retains the right to refuse admission on health grounds to any child who has one of the diseases listed in Appendix 1 or if staff judge that they are too unwell to attend.

## **Medicines**

We would prefer that children do not bring any medicines to Breakfast Club. If you think that your child will need to take medicine during club hours, we ask that you kindly arrange to come into school to administer it yourself. Under very exceptional circumstances, the staff may agree to supervise the taking of medicine but only upon completion of the necessary documentation by you. Parents will remain responsible at all times.

If your child is asthmatic please ensure that you have completed the questionnaire and returned it to school. It is vital that they have an accessible inhaler during Breakfast Club. Please do not assume they will be able to access inhalers left in classrooms, they may be locked.

## **Personal property**

1. All items of clothing and personal property should be clearly marked.
2. The club cannot accept any responsibility for loss or damage to personal property however caused.

## **Emergency contacts**

1. It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
2. Any changes in these contacts must be passed to the club before the child/ren next attends.

## **Fire Precautions**

1. The club complies with all fire regulations and has regular fire drills.
2. All fire appliances are regularly checked and maintained.
3. The club premises are strictly no smoking areas.

## **Policies & procedures**

The club follows the policies and procedures of Riston C E Primary School which are available in the school office or on the school website [www.riston-ce-primary.com](http://www.riston-ce-primary.com) . If you wish to read any please ask a member of the office staff.

## **Complaints**

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

1. Firstly, speak to the supervisor; your concern may be quickly allayed by them.
2. If you are still not satisfied please make an appointment to speak to the Headteacher.
3. If you are still not satisfied you may complain to the school governors or the local authority. Details of who to contact are available in the school office.

# Riston C E Breakfast Club

I, \_\_\_\_\_, (print name)

parent / carer of \_\_\_\_\_ (child's name)

\_\_\_\_\_ (child's name)

have read and agree to the above terms and conditions.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 1**

Infectious diseases which would lead to a refusal of admission

<b>Disease</b>	<b>Period of exclusion</b>	<b>Comments</b>
Diarrhoea and / or vomiting	48 hours from last episode	
Typhoid	Until recovered	Health Protection Unit to be consulted
Dysentery	Until recovered	Health Protection Unit to be consulted
'Flu	Until recovered	
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset if not treated	Health Protection Unit to be consulted
Chicken Pox	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
German measles	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
Impetigo	Until lesions are crusted or healed	
Measles	5 days from onset of rash	Health Protection Unit to be consulted
Ringworm	Until treatment commenced	
Scabies	Return after first treatment	
Shingles	Exclude if rash is weeping and cannot be covered	
Diphtheria	Until recovered	Health Protection Unit to be consulted
Hepatitis A	Until recovered	Health Protection Unit to be consulted
Hepatitis B & C	None	Health Protection Unit to be consulted
Meningococcal meningitis	Until recovered	Health Protection Unit to be consulted
Meningitis caused by bacteria	Until recovered	Health Protection Unit to be consulted
Meningitis viral	Until recovered	Health Protection Unit to be consulted
Mumps	5 days from onset of swollen glands	

