



Breakfast Club Policy

Policy Statement

At Madley Pre-School, we aim to support working parents by providing a secure, welcoming environment where their children are cared for prior to the start of their School/Pre-School day.

Objectives

- To provide a welcoming, safe, secure environment for pupils before they begin their School or Pre-School day.
- To enable children to choose a healthy breakfast before the start of their day in a pleasant, relaxed environment.
- To have caring, qualified supervisory employees who have undertaken relevant food safety and hygiene certification.
- To provide a relaxed, calm environment with suitable resources for the age range of children.
- To provide an affordable service for working parents.

Organisation

- Breakfast Club is available to children attending Madley Pre-School aged 3 and above; and/or Madley Primary School up to Year 6.
- The Breakfast Club operates between the hours of 07.45am – 08.45am Monday to Friday inclusive (term time only). It is located within the Primary School hall.
- Children and parents will enter via the Primary School lobby where they will be greeted by a qualified member of staff. Children will be registered in and make their way to the hall, via the secure entrance.
- A healthy choice of breakfast will be offered. This includes: wholemeal toast, crumpets, a variety of cereals, natural yogurts and fruit, plus milk or water to drink.
- Children will need to be on the premises before 08.30am if they would like breakfast provided.
- Expectations of good behaviour, politeness and table manners are expected at all times. A values-based culture is embedded with both the Primary and Pre-School philosophy.
- Children and adults are expected to tidy away any used resources at 08.40am in preparation for the Primary School day to commence. They are responsible for collecting any belongings to take into their class or across to the Pre-School.
- Primary school children from Years 2 – 6 are responsible for making their way independently to appropriate classrooms at 08.45am. Children in Reception and Year 1 will be allowed to go to their classroom only when Breakfast Club staff have seen that a member of school staff is present.
- All Breakfast Club children will remain in the school hall until after staff meetings have finished and school staff have returned to classrooms.
- The Pre-School children, accompanied by two members of Pre-School staff, will then make their way over to Pre-School via the connective gate.



Use of Registers

- Children are registered in as they enter the School premises.
- Children are registered out as they leave Breakfast Club.
- Registers are retained and stored safely within the designated Breakfast Club Box.
- In case of an emergency where children have to be evacuated from the building, staff will follow the School's emergency evacuation procedure. The register will be taken. A list of emergency contacts is maintained within the register to ensure parents are accessible at all times.
- Emergency contact details are kept in the School Office.

Communication

- Breakfast Club staff are available for verbal communication every morning.
- The Pre-School can be contacted on 01981 251460.
- The Primary School can be contacted on 01981 250241.

Booking Arrangements

- Breakfast Club places must be booked via the Pre-School (not the Primary), either by email preschool@madley.hereford.sch.uk or by telephone 01981 251460.
- The cost of each session is currently £6.00 for pre-booked permanent places or parents working regular shift patterns. Payment is made to secure a child's place at Breakfast Club **and not** for the sessions attended.
- Casual Breakfast Club spaces are sometimes available at a cost of £6.50 per session.
- Invoices will be emailed at the beginning of each month and payment in full is expected within 7 days.
- Permanent places need to be re-confirmed on a termly basis. They are not automatically renewed. A form will be sent via ParentMail which parents/carers must complete within the designated timeframe to guarantee a space. Failure to do so, could result in the space being offered to someone on the waiting list.
- If a Breakfast Club space is no longer required for your child, the Pre-School require a period of four weeks' notice to terminate the contract.

Admissions

- Current children are offered a place first (via the termly Booking Form).
- They are given a deadline for the completed form.
- After this date, any available spaces are offered to children on the waiting list.
- Current children who do not complete the Booking Form before the deadline, may result in losing their space.
- Other enquiries are kept on a waiting list, on a first come, first served basis (in date order).



Dietary/Medical Requirements

Parents/carers must complete a Contact Details Form prior to the child starting their Breakfast Club placement. Within the form, parents are expected to clearly display if their child suffers from any allergies and/or has specific dietary requirements. In addition, there is a section where parents can list any medication the child is currently taking. This information will be shared between the Breakfast Club staff and kept close at hand. It is the parents/carers responsibility to notify us if any child welfare requirements change or need amending.

A full list of ingredients and allergen advice is made available on the door each morning for parents to see.

First Aid

If first aid is administered to a child, a record of any treatment given is recorded in the First Aid book and parents/carers will be informed via a telephone call. The child's teacher will also be informed.

Asthma

If a child suffers with asthma, parents/carers are asked to complete an Asthma Card. This will be stored with the Medical Box. Any inhalers given will also be stored with the Medical Box. Parents will be informed if their child has used their inhaler. It is a parent/carers responsibility to supply relevant medication for their child.

Complaints

Any complaints notified in writing by a parent/carer will be investigated. Please ask for a copy of our Complaints Procedure, should you need it.

This policy was adopted by:	Madley Pre-School
On:	October 2022
Date to be reviewed:	October 2025
Signed on behalf of the provider:	
Name of signatory:	Fiona Batstone
Role of signatory:	Manager

