



Sparhawk Breakfast Club Policy

Introduction

Sparhawk breakfast club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.40am.

A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Sparhawk Infant's School are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

- Parents/Carers are required to bring their child *directly to the club* and sign them in. You should enter the club via reception at the main school entrance, the staff will be alerted to your arrival .
- children will be escorted into their classes at 8.40am by Sparhawk staff.
- Parents must inform school if their child will be absent from breakfast club.

Daily Routine

- 7.30am – 8.40am parents bring their children to Before School Club situated in the Hall area where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the their Environment.
- 8.40am children collect their coats and bags, children are escorted to their appropriate classes where they meet up with the rest of the children awaiting the start of school.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour
- follow our Sparhawk rules and values
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner- in line with our school's behaviour policy
- In the first instance, if necessary, the child will be temporarily removed from the activity.

- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through Discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Sparhawk staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Related Whole School Policies:

- Child protection policy
- Behaviour policy
- Equal opportunities policy
- Health and Safety policy

Sparhawk Breakfast club School Club Agreement

Iparent/carer of have read and accept a copy of the breakfast club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments toeach month when invoiced.

The sessions in this contract are 7.30am – 8.40am

Parent Signature

Print name

Date