



## THORPE HESLEY PRIMARY SCHOOL BREAKFAST CLUB

### GUIDELINES

- The Club will have 30 places open for children in FU & KS1 and a further 30 places for KS2 children.
- The Sessions will run from 8.00 to 8.50 a.m. in the Junior Building's Outside Classroom.
- Access will be through the Junior Playground (outside classroom). All children must be brought to the school premises by a parent/guardian, sign them in and hand over to the member of staff on duty.
- No vehicles to come down the schools' drive. Parking is on Upper Wortley Road.
- The Breakfast Club Leader is Mrs Denise Woodcock who is supported by Mrs Rachel Fox, Mrs Lynn Williams, Miss Kelly Stephenson and Mrs Wilkinson. A member of the Senior Leadership Team will also be on site.
- The children will be taken to their classrooms at the end of the Breakfast Club.
- Children will be offered as standard:- fruit juice, milk, cereal, fresh fruit, toast (choice of spreads), yoghurt and other healthy food items will be offered from time to time.
- Cooked breakfast will only be offered up to 8.30 a.m, after this time fresh fruit and yoghurt are available.
- The cost of the session will be £3.50 per child per day; £3.00 per child for 2 children or more.
- Parents/Carers will sign a Booking Form (Contract) for each half-term's provision. These can be regular days or individual dates whichever is required.
- Payment will be required **in full** by the beginning of each half-term as soon as parents have had their booking confirmed.
- All payments are to be paid on **Arbor or childcare vouchers**.
- Refunds cannot be given if your child doesn't attend for any reason, unless school has had to cancel due to bad weather etc. The money will then be deducted from the next  $\frac{1}{2}$  terms invoice.
- A Registration form must be completed giving us details of medical information, particularly food allergies, and emergency contact phone numbers.
- Any child whose behaviour is unacceptable will lose the right to attend the Club.
- For children who have not booked to attend on a regular basis, and parents wish to make an occasional booking, they can phone 0114 2570153 then select for Infant building to check if we have any Breakfast Club places available.
- If you have any queries regarding Breakfast Club please see Mrs Woodcock or contact her on 0114 2570153 then select for Infant building.