

Breakfast and Tea-Time Club



Coppermill Primary School
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Breakfast and Tea-Time

Sessions

Breakfast : 7.45am – 8.45am
Tea-Time: 3.30pm – 6.00pm

Our Aim

At Coppermill Primary School we aim to provide a safe, secure and relaxed environment. We offer a range of activities to reflect the interests of the children. We provide healthy food options, including fresh fruit and cereals. We promote independence, by encouraging the children to prepare their own food. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm and friendly setting. We serve food at a set time whilst children are sat at a table. The food we provide at the Tea-Time club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and lots of vegetables.

Staff

Our Breakfast and Tea-Time club is coordinated by Connie John-Baptiste who manages a loyal and committed team. All of our staff have significant experience of working with children and undertake professional development. All staff members are

DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight in line with statutory requirements. First Aid and Food Hygiene training has been provided to all staff. Our team are always at hand to answer any queries or concerns that you may have or you are welcome to arrange a meeting with the club leader please contact the school office.

Activities during breakfast club

Activities have been developed to ensure there is a balance between educational, creative and active opportunities. Activities include: board games, arts and crafts, construction play, Lego, Kinect and outdoor play.

Activities during Tea-Time club

Activities have been developed to ensure there is a balance between educational, creative and active opportunities, with the use of the schools ICT suite and school library which contains a comfortable and relaxing book corner, a cushioned den and large interactive white board. Children also have access to the school hall and KS1 playground encouraging active opportunities. Activities include: Arts & Crafts, Board Games, Role Play, Story telling, Homework, Cooking, Construction Play, ICT and Dressing up.

Terms and Conditions

Breakfast Club Arrivals

Admission

Admission to the Breakfast and Tea-Time club is organised by the School Office and we use a waiting list when the need arises. The waiting list will be operated on a first come – first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

Payment of fees

Breakfast and Tea-Time Club fees are payable via ParentPay. We recommend that payment is made a minimum of one week in advance and a credit balance is maintained at all times. Payment is required for all days booked even if the child does not attend, the exceptions being when school is closed. Arrears of more than one week fees and failure to make a payment within one week of receiving a reminder letter will result in your place being withdrawn.

Amending and cancelling your place

You must give us one week notice of termination, or of any changes to attendance, otherwise you will still be liable to charges. If you need to change the days that your child attends, please contact the School Office. We try to accommodate such wherever possible.

Arrivals are through the main School Office entrance, using the breakfast club intercom. The club finishes at 8.45am, leaving children 10 minutes to get to class; the KS1 children are escorted to their class.

Tea-Time Club departures

Our staff will collect the children from their classes and escort them to the club. A register is taken when the children arrive; therefore you must sign your child out each day when you collect them. We expect that your child will normally be collected by the person you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify the School Office in advance. We will not release your child into the care of a person unknown to us without your authorisation. The club finishes at 6:00pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £2.50 per 15 minutes will be charged if you collect your child after the club has closed. If your child remains uncollected after 6:30pm and you have not warned us that you will be delayed, and we have been unable to contact you or any of your emergency contacts, we will follow the uncollected children policy and contact the Social Services Team.

Behaviour

The Breakfast club have created a list of rules for acceptable behaviour whilst at the club as well as adhering to the Coppermill behaviour policy.

- Children are expected to respect each other, staff and visitors.
- Staff will encourage a caring atmosphere, of consideration and respect for everyone attending.
- We aim to encourage appropriate behaviour through praise and good behaviour.

A high standard of behaviour is expected from the children attending the club. Therefore, if a child persistently misbehaves they may be given a period to 'cool down'. Continual or extremely bad behaviour will result in dismissal from the club. The club reserves the right to charge parents for any extra expenses incurred, due to disruptive behaviour.

Accidents

In order to ensure the best care for your child please ensure you give the club up-to-date information regarding the child's needs, especially medical conditions and dietary requirements. The club holds full

insurance cover for accident and public liability.

In the event of an accident or injury every effort will be made to contact the preferred contact as soon as possible. The safety and care of all children is the priority of the club. However, should an accident occur which is the result of your child disregarding advice or instructions the club cannot be reasonably held responsible.

Statement from the Team

We look forward to welcoming your child to our popular and happy Breakfast and Tea-Time club. We are confident that your child will enjoy their time at our club and you can be reassured that they will have opportunities to access a range of interesting and engaging activities as well as healthy food!

In an emergency

Breakfast and Tea-Time Club have a direct mobile number **07904 412 325** for use in emergencies only.