



Cheadle Catholic Junior School
"Following in the footsteps of Jesus"

Breakfast Club Handbook

It is the aim of the Cheadle Catholic Junior School Wrap Around Care to provide a safe and secure environment for children of parents who need reliable child care. Our school ethos is at the heart of our provision and in our care.

Opening Times, Fees and Bookings

Breakfast Club: 7.30am – 8:55am - £6 per session (including breakfast)

(10% discount for siblings)

Food

We offer children a wide range of healthy, nutritious foods each day with all food prepared on site. Parents and carers will be asked to advise the club if their child has any specific dietary requirements and will be asked to complete a Health Care Plan to provide us with any details of allergies/intolerances the child may have.

Breakfast – We offer a range of fruit juices, cereals, yogurts and choice of baked goods such as toast, crumpets and bagels with butter, jam or honey.

Breakfast is served until 8.15am

Booking and Payment

Bookings and payments are made through ParentPay. Payments can be made using Child Care Vouchers/ Tax Free Vouchers and or debit/credit card. We do not have the facility to take cash payments. Please purchase childcare vouchers from your provider in good time as they often take up to 7 working days to come through.

Safeguarding

We will strive to:

- Create and maintain a safe learning environment for our children.
- Identify where there are child welfare concerns and take action to address them, in partnership with other organisations where appropriate.
- Develop our children's understanding of how to keep themselves safe.

All our staff are employed by the school's governing body and are subject to enhanced DBS (Disclosure and Barring Service) checks. They also receive appropriate safeguarding, first aid and other training, as required, including food hygiene. The staff are responsible for following the club's policies and procedures. All staff will wear identification badges in line with School policy and have an advanced DBS police check.

The Designated Safeguarding Lead for School is Mrs Fender and the Deputy Designated Safeguarding Leads are Mrs York & Mrs Warwick.

Child Protection

As a part of our whole school approach, we are fully committed to building and maintaining a safe and secure environment in which all in our care are protected from harm and abuse. Any suspicion of abuse will be responded to promptly and appropriately. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For further details, see our Safeguarding Policy on the website.

Behaviour

Our aim is to create a friendly and fun learning environment where children are expected and encouraged to act kindly and considerately towards their peers and staff. Children will follow the whole school Behaviour Policy (available and on the website). Our Breakfast Club provision promotes respect and consideration to others, keeping the teachings of Jesus at the forefront and which is embedded in our school ethos.

We encourage appropriate behaviour through positive praise, emphasising turn taking and cooperative play. We will talk with the children demonstrating the courtesy we expect from them and encourage engagement in all activities.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident or because of special needs or circumstances. We will try to be flexible in order to accommodate such cases however, if your child is violent or if their behaviour poses an immediate damage to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. See our Behaviour Policy for full details.

Illness/ Accident/ Emergency

Parents are informed immediately if their child becomes ill whilst in our childcare, or if they have an accident where it is felt the parents/carers are needed. All accidents will be reported in the school accident book. There is always a qualified first aider on duty. Details of children's medical needs and any allergies are recorded.

Medication

If your child requires medicine that has been prescribed, such as inhalers or EpiPen, an individual Health Care Plan will be necessary. Staff can only administer medication that has been prescribed by the doctor. The parent/carer must complete a permission form in advance.

Refunds

Monies paid cannot be reimbursed if a child fails to attend for any reason as staffing is organised based upon bookings.

Changes to days and cancelling your place

Last minute cancellations can be made via ParentPay with 24 hours' notice.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your children. We will:

- Keep you informed of opening times, fees, charges and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Listen to your views and concerns to ensure that we continue to meet your needs.

What the Club requires from the Parent/Carer

To ensure that the club is run efficiently and effectively, there are a few things that parents and carers can do to help. Some of these points may seem like common sense, but we would like to be clear about our expectations thus avoiding misunderstandings. Your assistance with the following would be helpful and very much appreciated:

- Please inform us if your child is to be absent from the club.
- You can contact staff at Breakfast Club on 0161 485 3754 during their opening times, or during the school day
- Bookings must be made in advance