

Hadnall CE Primary School  
Breakfast Club Policy

Aims:

- To provide childcare before school
- To promote healthy eating
- To provide a caring environment for children to enjoy at the start of the day
- To provide activities to stimulate children in our care at the start of the day

Organisation:

Opening times

Breakfast club operates every school day from 8.10am until 8.45am when the children are taken on to the playground into the care of the teacher on duty.

Register:

The person in charge of the club records every child's attendance in a daily register. This register is used to produce an account, which is sent to the parent or carer each fortnight.

Charges: (September 2010)

Arrival from 8.10am to 8.30am including a breakfast	Arrival from 8.30am to 8.45am
£3.00 per session	£1.00 per session

Breakfast Menu:

Cereal  
Toast with butter/low fat spread  
Jam  
Semi-skimmed milk  
Water  
Fresh fruit

We shall encourage children in our care to make healthy options when choosing a breakfast. The club stocks a variety of breakfast cereals e.g. shreddies, rice crispies and weetos. We also offer yoghurt from time to time.

As the club establishes we will offer themed breakfasts e.g. boiled egg day, bacon sandwiches etc.

Space

The breakfast club meets in the school hall where the food is prepared and served at a table. Once all the club members have been fed, the children are offered a range of pens, pencils, books, toys and games.

Staffing and Qualifications

The staff ratios for the club are 1:8 with 2 members of staff on duty. The club leader must have a NVQ3 qualification and be supported by a member of staff with at least a NVQ2 qualification. Our current numbers range from 2 to 6 children. Our key leader has a NVQ3 qualification and the support staff has a NVQ2. Teaching staff are also on the premises during the clubs opening hours. A First Aider will be available during this time.

Storage of Provisions

All food stuffs are stored in a sole use cupboard in the hall. The fridge in the hall is used for the storage of milk, jam and yoghurts. The fridge is regularly tested for temperature and cleanliness. The club leader has a Food Hygiene qualification as she also serves lunches.

Billing

The club leader keeps all records and registers, making out bills monthly. The bills are photocopied and kept in the breakfast club file.

Any cash amounts collected on a daily basis are recorded in the register and the money collected is recorded in the Breakfast Club file. The money is taken to the office at 8.50am and the administrator counter signs to confirm the receipt of the cash.

Stock- food

The club leader purchases food as required. Receipts are handed into the office for reimbursement. All purchases are recorded in the Breakfast Club for monitoring.

Action Plan

<b>Identified Action</b>	<b>How?</b>	<b>Completed</b>
Record monitoring of testing of temperature and cleanliness of fridge	Club leaders to keep a daily record of temperature and level of cleanliness	

This policy was reviewed by the Health, Safety and Safeguarding Committee on 25<sup>th</sup> November 2010.

To be reviewed in September 2012 unless need arises before that date.

Signed.....Head teacher

Signed.....Chair of Committee