

Hadnall C.E. 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 8.10 am until 8.45 am. when the children are taken onto 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 fortnightly.

Charges (January 2009)

Arrival from 8.10am - 8.30am including a breakfast.	Arrival from 8.30 am - 8.45 am
£3 per session	£1 per session

Breakfast

Morning menu

Cereal

Toast with butter/ low fat spread

Jam or chocolate spread

Semi- skimmed milk

Orange juice

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 Wheatoes. Some children prefer a chocolate flavoured cereal, although this is discouraged and alternatives

are suggested at this stage we are keen to establish a happy contented group of youngsters so offer one chocolate cereal. We shall work towards establishing healthy cereal options over the coming term. We also offer from time to time yoghurt and fresh fruit.

As the club establishes we will offer themed breakfasts e.g. boiled egg day, bacon sandwich day 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 taken up to the GP room or Class 3 to access toys, games and computers.

Staffing

The staff ratios for the club are 1 :8 with 2 members of staff on duty. The club leader must have a NVQ 3 qualification and be supported by a member of staff with at least a NVQ2 qualification.

Our current numbers range from 2 - 5 children.

Our key leader is working towards a NVQ 3 and the support staff has an NVQ2 . Teaching staff are also on the premises during the clubs opening hours.

Storage of provisions

All foodstuffs are stored in a sole use cupboard in the hall.

The fridge in the hall is used for the storage of milk, jam and yogurts.

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 record keeping ie registers and makes out the bills fortnightly. 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 8.50 am and the administrator counter signs to confirm the receipt of the cash.

Stock - food

The club leader purchases food ie milk and bread as required. Receipts are handed in to the office for reimbursement. All purchases are recorded in the breakfast club file for monitoring.

Action Plan

Identified action	
Health and safety	The club leader will need to attend First Aid training asap.
Purchase specific toys for use by the breakfast club - ask the children what they would like.	Allocate a sum of £50 from the Extended schools budget - J.Hughes
Monitor attendance of the club every term.	Mrs Hughes and Mrs Parry
Risk Assessment of hall and GP room, and all equipment used.	J.Hughes and Mrs Parry

(draft) Policy prepared in January 2009

To be reviewed July 09 and confirmed as school policy.