



Welcome to the Rise and Shine Breakfast Club at Little Ealing Primary School. We hope this handbook provides you with all the important information you need to know about the operation of the Club.

Opening Hours

The club is open from 7.30am until 8.30am every day. All children must be delivered to the Hereford Road entrance (back of school) to a member of the club staff by whoever is dropping them off for each session. At the end of each session KS1 children will be taken by club staff to their class for soft start. KS2 children will make their own way to class.

Age of Children

Up to the limits of its capacity, the club accepts children from Nursery to Year 6.

Registration

All children must be registered with the club before they can attend. Registration is **not immediate** and is subject to a minimum admin period of five school days. Registration forms can be obtained from the school office or on the school website (www.littleealing.com.)

Fees

There are no membership or administration fees. There is a session fee of £4.50. Fees can be paid using a cheque through the school office, via a workplace voucher scheme or with ParentMail. The school is registered with a number of Voucher providers and the relevant reference numbers can be obtained from the school office.

Booking a place for your child/ren

Places are limited and therefore it is necessary to book your child's place. Once a place has been allocated, it will be assumed you wish to carry this on in every new term – unless otherwise stated.

Once this place is allocated, you will receive your invoice via ParentMail. The invoice must be paid in full for the full term period. Any changes to the allocated sessions must be requested via e-mail (breakfastclub@leps.org.uk) with a four week notice period given. Notice given after this period will be charged for. Children will **not** be accepted into the club if they are not booked in.

Breakfast offered

Children will be offered a choice of toast, cereal, crumpets or yoghurt with fruit for breakfast. We also provide a choice of juice, milk or water to drink. During the colder months we also offer hot chocolate and porridge. Occasionally we like to run a special breakfast, for example on Pancake Day. We cater for all allergies and always have dairy free/gluten free choices available. Any specific requirements should be discussed with the staff.

Children can be dropped off any time from 7.30am, however if your child arrives later than 8.15am they will not be offered breakfast. This is because the staff need to pack away and leave the canteen ready for the lunchtime staff.

Code of Conduct

Children are encouraged to respect their environment, each other and the adults who work within the club. We aim to endorse a consistent, fair and friendly approach to promoting good behaviour. Children are expected to show respect to the staff and other children. If there is continual bad behaviour the parent/carer will be informed.

Questions

Your ideas, suggestions and questions are important to us. Should you have any queries or suggestions regarding the operation of the club, or any concerns about your child, please speak with a member of staff or e-mail breakfastclub@leps.org.uk.

Liaison with the school

The staff will work in close liaison with the school in order to provide consistency of pastoral care for the children at the club. From time to time, it may be necessary for a member of the club staff to speak to your child's teacher, Phase Leader or member of the Leadership Team regarding your child.



Terms and Conditions of Rise and Shine Breakfast Club

1. Fees for the Breakfast Club are £4.50 per session. All fees must be paid in advance and before the start of the term they relate to. The whole session is charged for whether a family chooses to use it in full or not. Cheques should be made payable to Little Ealing Primary School.
2. From the time you hand in your registration is accepted you are guaranteed the place for the days requested. For example if you request a Monday this place is yours until further notice. An invoice will be sent out, based on your contracted days. The fees must be paid by the date given in order for your child to attend in the following term. Invoices will be sent via ParentMail. Prompt payment is requested so we can staff and resource the breakfast efficiently. If you have difficulties making your payment, please speak to the Business Manager.
3. Your contracted place will remain booked from term to term and school year to school year until such time that you give written notice of change to the school. Unless your child is a Year 6 leaver, a **four week notice period** is required if you no longer require your place at our breakfast club.

If you permanently wish to swap days, this will not require a four week notice period as long as there is sufficient space on the days you require. This request must be made in writing and agreed by the school before the change can take place.

4. If you require an additional contracted day we will try to accommodate this where possible. Please try to give as much notice as possible for any additional days required. A contracted day can only be swapped as a one off in exceptional circumstances and depending on availability; this is at the club's discretion. Please do not ask for days to be swapped continually. Ad hoc days are to be booked for emergencies only, and are not to be used on an 'as and when required' booking.
5. A completed registration form must be submitted before a child can be accepted into the club. It is the parent/carers responsibility to inform the school/club of any changes to the registration form as soon as possible.
6. Little Ealing Primary School reserves the right to exclude any children from the club whose behaviour is disruptive and prevents them from providing a safe, stimulating and happy environment for all children. This option will only be used in extreme circumstances and as a last resort after extensive consultation with parents/carers and the child concerned.
7. If your child is ill or unable to attend the Breakfast Club you should notify us as soon as possible. This should be done by email – breakfastclub@leps.org.uk.
8. To ensure that all children have adequate time to eat breakfast before going to class, we request that they arrive at the club before 8.15am. Food will not be served after this time.
9. All children must be brought to the Breakfast Club by whoever is dropping them off. Children should not go to their classroom to collect or leave items. There is provision at Breakfast Club for coats and bags.

Declaration

I have read the terms and conditions of Little Ealing Primary School Breakfast Club and agree to follow its policies and procedures.

I consent to any emergency medical treatment necessary during the running of the club. I authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Child/ren's full name/s:

Parent/Carer signature

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Date:

Print name

.....

Date added:



Little Ealing Breakfast Club Registration Form

Child's Full Name	
Class	
Ethnicity & Religion	
Language spoken	

1. Parent/Carer contact details

Name:	
Mobile/Home No:	
Work No:	

2. Parent/Carer contact details

Name:	
Mobile/Home No:	
Work No:	

Preferred start date:

Day/s Required	Monday	Tuesday	Wednesday	Thursday	Friday
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Medical Details

Name of child's Doctor	
Surgery Name:	
Tel. No	

Does your child have any known Medical conditions?

If so, please list:

Does your child have any non-dietary allergies?

If so, please list:

Does your child have any dietary allergies?

If so, please list:

Media Permission

During the course of some Breakfast Club activities, a camera may be available for staff and children to use. It is now necessary to obtain parental permission for photographs to be taken of the children.

Please complete and sign the form below for our records.

Child's full name:

I give my permission for photos to be taken Yes ☐ / No ☐

I give my permission for other forms of media to be used i.e. videos Yes ☐ / No ☐

Parent/Carer signature

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Date:

Print name

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