

## **NABURN CE PRIMARY SCHOOL BREAKFAST CLUB USER REGULATIONS**

### **Staff**

Breakfast Club will be staffed by Mr Michael Mayers and Mrs Nicola Stephenson Barr.  
Should you need to speak to either member of staff please do so before the start of the main session either in person or by telephone on 01904 551075 – please ask for Breakfast Club.

### **Opening Hours**

The before school club operates in one session:  
7.45- 8.45am (with breakfast served until 8.20am)

### **Meals**

Breakfast is served between 7.45 – 8.20am  
A range of breakfast will be served which will compliment the school's policy on healthy food.

### **Entry and payment of fees**

Prices: £3.50

Places are allocated on a pre-booked basis.

Fees are payable two weeks in advance on the Monday of the week that the children attends, preferably by cheque (made payable to Naburn CE Primary School) and placed in an envelope with the child/ren's name on it and payment period.

Acceptance of a place is a commitment to the payment of fees (even if the child does not attend their booked session).

The cancellation of a place, or alteration to the number of days the child/ren attends, is required in writing two weeks in advance.

No payment will be collected when school is closed.

Minimum sessions can be booked and extra sessions used on a needs basis if there is room. (Please do not turn up presuming that there will be a space!).

Extra sessions used must be paid for in cash on the day of usage.

### **Access/Exit**

Parents and children will access/exit the Breakfast Club through the main entrance only.

Children will keep their coats, pe bags and pack-ups with them in the hall until the start of the school day.

Children **are not allowed** in other areas of the school other than where the Club is permitted to operate. Children will be notified of these areas when joining the Club.

### **Policies and Practices**

Children must be signed in to the Breakfast Club each morning by the Parent/Guardian.

All accidents will be recorded and parents will be notified.

Parents will be contacted in the event of a child being ill and considered unfit to remain at the Club.

School will be notified where a child reports that she/he feels unwell whilst at the Club.

Children should not bring their own toys to the Breakfast Club-Breakfast Club will not accept any liability for any toys damaged if brought.

Whilst we want the atmosphere to be as informal as possible, normal school rules apply. The children will be expected to co-operate with the staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club.