



Breakfast Club

We are pleased to be able to offer Breakfast Club for children attending the preschool and children whom attend Great Doddington Primary School. The session will run from 8.00am to 08:45 on Monday to Friday, term-time only.

The cost of each session is £4.50 per child and must be booked on a minimum of half-term blocks. This must be paid in full and two weeks in advance of the first session (as invoiced). Ad hoc spaces will be available on a first come first served basis in accordance with a waiting list. Any ad hoc sessions must be paid in advance of attendance to Breakfast Club.

All children attending Breakfast Club must be registered in advance and complete the required registration form.

Contact us via email at info@greatdoddingtonpreschool.co.uk to register your interest and book your child's place.

Statement

To provide a welcoming, safe and secure environment for pupils before the beginning of the pre-school/ school day. Providing children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment. A range of activities will be available throughout the morning ensuring age and stage is taken into consideration.

Procedures

- The Breakfast Club is open to children attending Great Doddington Village Preschool or Great Doddington Primary School and is run by staff from the pre-school.
- Breakfast Club is open from 08:00am – 08:45 am. We advise children to arrive no later than 8:15am in order for them to comfortably eat their breakfast.
- The last breakfast will be served at 8.30am. Any child arriving after this time cannot be guaranteed a breakfast.
- Breakfast Club sessions are bookable on a regular basis or on an 'ad hoc' basis. Ad hoc sessions must be booked by noon 2 working days prior. I.e. book your child's place by noon on Monday for your child to attend on the Wednesday.
- A Registration Form must be completed and an emergency contact provided before the child can attend.
- Children are registered upon arrival.



- We offer a variety of cereals, fresh fruit and either toast, crumpets or muffins which may alternate weekly. All food is nut free. Drinks consist of milk or water.
- Staffing follows the Ofsted ratios of 1:8 for children aged over 3 and 1:4 for children aged 2 to 3.
- Staff are on site from 7:45am and doors will open at 08:00am. We are unable to allow children entry before 08:00am.
- Primary school children will be taken to the School and handed to a member of School Staff at 8:45am by a member of Breakfast Club Staff.

Booking and Cancellations

- Enquiries and bookings regarding Breakfast Club should be made on site at the pre-school or emailed to info@greatdoddingtonpreschool.co.uk
- Bookings must be made two weeks in advance of each new half term period wherever possible to secure your child's place.
- If there is no availability on the chosen day(s) the child's details will be kept on a waiting list and parents/carers will be contacted should a place arise.
- On being offered a place at the Breakfast Club, confirmation will be sent to the parent/carer in writing. Once the required paperwork is satisfactorily completed the place is guaranteed provided all payments are received in advance, as invoiced.
- Two weeks' notice, in writing, is required (as a minimum) if a place in Breakfast Club is no longer required. Failure to do so will result in payment being requested for a half term period.
- If your child will not be attending a session that they are registered for please inform the pre-school giving as much notice as possible.
- In the event of a parent/carer wishing to alter or extend the day(s) their child attends Breakfast Club a new booking form must be completed with the requested changes. If there is a waiting list, additional days may not be available immediately.
- In the event of an unforeseen closure of Pre-school, such as adverse weather, a member of staff will endeavour to contact parents who have pre-booked for that day by telephone before 7:30am.

Payments and Refunds

- The charge for each session is £4.50 per child.
- Fees are payable regardless of whether the child attends or not (there is no reduction for sickness, holiday or late arrival).
- Parents will be invoiced for a half-term period in advance. Fees must be paid within 14 days of receipt of the invoice.



- Non-payment of an invoice will result in non-admittance to Breakfast Club and the place which was reserved and awaiting payment will be reallocated to another child.
- We will be unable to offer a refund if a child does not attend and you will be liable for payment for that session(s) booked. However, if the pre-school cancels the Club, a refund will be offered or the chance to carry payment forward into the next week.

Policies, Procedures and Behaviour

Breakfast Club will follow the pre-schools policies and procedures including, but not limited, to the following:

- Behaviour Management
- Accidents and First Aid
- Fire and Evacuation protocol
- Dietary Needs and Medical Conditions
- Safeguarding and Health and Safety
- Payments and Refunds

These documents are available on our website www.greatdoddingtonpreschool.co.uk.