

## **Gainford CE Primary School**

### **Breakfast Club Information**

#### **Breakfast Club Sessions Preschool – Year 6 children**

Breakfast Club is open from 7:45am to 8:45am Monday to Friday (school term time only).

A contract form will be sent home prior to every half term, which we ask you to complete with the dates and sessions you wish to book.

Please can you ensure that this is completed and returned to the school office before the start of the new half term. It is essential that this is done, as office staff cannot assume you wish to continue with sessions from the previous half term. If you wish to add sessions after that, please ensure that you contact the office as soon as possible, so that registers can be amended.

See the Breakfast Club policy for information regarding cancellations and refunds.

Late bookings can be made but are dependent on the number of places available.

Please phone the school when making late bookings, as emails may get missed. We can also confirm that there are places available.

**Charges – If you need to cancel your session that was booked, you will still be charged for the original booking.** This is because we plan staff cover for ratios and safeguarding, plan and buy food for the wraparound care bookings and ensure the bookings made are fairly, on a first come first served basis.

#### **Payment**

##### **The cost of Breakfast Club is:**

- From 7:45am – 8:45am £5.00 per session
- From 8:15am – 8:45am £2.50 per session

Payment can only be made by ParentPay, our online payments system. Payments for your Breakfast Club sessions should be made in advance of any sessions taken.

#### **Attendance:**

An attendance register will be kept for charging purposes and for use in the event of an emergency. Your child's attendance will be input into ParentPay so that you are correctly charged for any sessions attended.

#### **Breakfast Menu:**

- A selection of cereals
- Toast with jam or butter

- Water or Milk

**Dropping off your Child:**

Your child can be brought to the Breakfast Club from 7:45am onwards. Please enter by the Sunshine Room (Breakfast Club) door, located in the first playground. Children must be handed over to Breakfast Club staff by a responsible adult.

**Behaviour:**

Children are expected to follow our school rules whilst they are at breakfast club. If there are issues with behaviour parents will be contacted requesting their support. If there continue to be issues with behaviour, it may be that a decision is made that a specific child is not able to attend breakfast club.