



CPS Breakfast Club Parents' Information



This Parents' Information letter sets out the arrangements and responsibilities to support the school in the smooth running of the Breakfast Club provision.

Thank you for your interest in the CPS Breakfast Club. The club will run each term time day from 8.00am until 8.50am. The organisation will be as follows:

- Breakfast Club to run Monday to Friday.
- Club to start at 8.00am at a cost of £3.00 for the first child (full Breakfast Club session) and £2.50 for siblings (sibling charge for full Breakfast Club session)
- These costs will include care, activities and a bowl of cereal.
- Alternatively you may wish your child/ren to start the club at 8.30am and the cost will be £2 for these children (reduced Breakfast Club session where no breakfast is included.)
- Places will need to be booked in advance (using the CPS Breakfast Club booking form). Payment for the club needs to be made in advance.
- Parents are to complete the CPS Breakfast Club Registration Form for their child/ren.
- Depending on numbers there may be an option to attend the club on an ad-hoc basis; this needs to be paid for on the day.
- Children can also bring in a piece of fruit/other breakfast items/ and/or carton of drink to have at the Breakfast Club.
- Please provide your child/ren with a toothbrush and toothpaste in a named bag/box.

In running the Breakfast Club, the school will:

- ❖ Adhere to school policies at all times in relation to child protection, safeguarding, the administration of medicines and first aid, supervision, behaviour and complaints.
- ❖ Provide a caring, secure environment with a range of stimulating activities in addition to a quiet area for rest and relaxation.
- ❖ Encourage positive attitudes towards education and healthy eating.
- ❖ Notify you of any changes to charges one month in advance.
- ❖ Only cancel provision if there is insufficient staff to provide appropriate supervision and notify you as early as is practicably possible by text message.
- ❖ Issue a refund when Breakfast Club is cancelled by the school.
- ❖ Provide places on a first come first served basis, although priority will be given to children who attend regularly.

As parents we would expect you to:

- ❖ Complete a booking and a registration form prior to your child/children starting Breakfast Club and assume responsibility for keeping contact details up to date.
- ❖ Book and pay for your child/children's place/s in advance.
- ❖ Pay for ad-hoc sessions at the time of drop-off.
- ❖ Support the school in adherence to the policies, namely the administration of medicines, behaviour and agree to first aid being carried out by a trained first aider.
- ❖ Support the school by promoting positive health and inform the staff of any relevant information that may affect this.
- ❖ Understand that the session runs from 8.00am until 8.50am.
- ❖ Ensure that your child/children arrive(s) by 8.15am to receive breakfast.