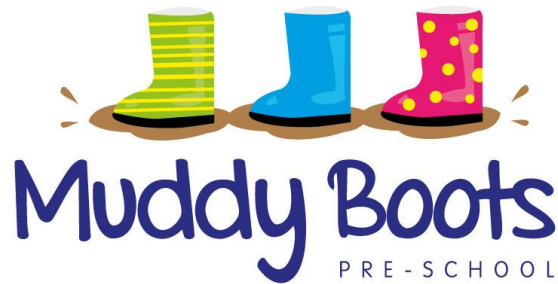


Muddy Boots Pre-School CIO

Out of Hours Provision Breakfast Club



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

Out of Hours Provision

Breakfast Club

Policy Statement

Muddy Boots Pre-school Breakfast Club opened in September 2023. Children who attend Muddy Boots Pre-school may attend the Breakfast Club. The age range of children attending Breakfast Club will be from 2 to 5 years.

Our aim is to provide a Breakfast Club that supports families by providing a safe, healthy and useful environment for children from 8am to 8:45am, Monday to Friday during term time.

The Breakfast Club will:

- Be used and valued by children and adults.
- Impose no extra burden on the smooth running of the normal pre-school day.

The Breakfast Club is not providing the same service as the normal pre-school provision.

The club is subject to the same policies and procedures that apply to and have been adopted by Muddy Boots Pre-school and its Management Committee. All our Safeguarding and Child Protection policies apply to Breakfast Club.

Procedures

Staffing

Staffing will include:

- Breakfast Club Leader (Child Protection Officer and Paediatric First Aid trained)
- Pre-school Assistant(s) (Paediatric First Aid trained)
- Staff to child ratio will be 1:5 (under 3's) and 1:8 (over 3's)

The Breakfast Club leader is ultimately responsible, though the assistant(s) may act on their behalf.

All staff are under the direct supervision of the Breakfast Club Leader in line with the Pre-school's policies.

Staff must inform the Breakfast Club leader and each other of their absence. The Breakfast Club Leader will arrange cover should it be required.

Behaviour

The Breakfast Club is subject to the same policies, procedures and expectations that apply to the Pre-school as demonstrated through policy 7.1 Promoting Positive Behaviour.

Reserving Places and Payment

To attend the Breakfast Club, parents/carers should make a booking using the following link <https://bookaby.me/muddy-boots/whats-on>

Bookings must be made at least 24 hours before the required session. Same day bookings will not be available. Payment must be made at the time of booking, via bank transfer. Cash payments cannot be taken.

- Fees are not refundable for absence due to illness or other family commitments.
- Money is refundable however for reasons caused by the pre-school e.g. closure due to unforeseen circumstances.
- Parents/carers may reserve places for every weekday or a specific combination from week to week.
- Places may be limited, depending on demand. Staff to child ratios are adhered to at all times.
- Fees are subject to review, and the current fee is published on our website.

Organisational Procedures

- Parents/carers are responsible for ensuring the safe arrival of children into the building.
- Staff will arrive at the premises and set up breakfast and activities. Breakfast club opens at 8:00am. When children arrive, they will be marked present in the register, noting the time of arrival.
- Breakfast will be served until 8:45am. A choice of nut free cereals, waffles, pancakes, toast, fruit, yoghurts, milk and water will be offered. Additional preferences may be supplied by the parent/carer or requested in advance if essential e.g. for special dietary requirements including allergies and food intolerances.
- Parents are responsible for advising staff of any changes in their child's dietary requirements, food allergies or intolerances.
- A summary list of children's special dietary requirements, allergies, intolerances and preferences is available in the kitchen for staff to check before serving breakfast.
- Children will be encouraged to have breakfast except when staff have been informed otherwise by the parent/carer.
- Food will be eaten at the table(s) closest to the kitchen.
- Activities will be provided.
- A quiet area will be available for children.
- Any ICT programs on iPads will be of a high quality and age appropriate. Use of these will be supervised.
- The Breakfast Club is subject to the same policies, procedures and expectations that apply to the Pre-school as demonstrated through policies 6.6 Food Hygiene and 10.15 ICT.