

# Breakfast Club Procedures



## 1. Introduction

The Breakfast Club is run by Heighington Millfield Primary Academy and exists to provide high quality out-of-school hours' childcare for our parents. It provides breakfast and a range of stimulating and creative activities in a safe environment.

The club operates from 7.50am – 8.50am term time, and current costs for each session is £4.00. A copy of these procedures are provided to all parents of children attending club and can also be found on the school website [www.heighingtonmillfield.co.uk](http://www.heighingtonmillfield.co.uk)

## 2. Booking a Session

Parents should complete a booking form (which can be found at WEBSITE) for the term ahead and email it to [admin@millfield.lincs.sch.uk](mailto:admin@millfield.lincs.sch.uk). We do not accept text and telephone bookings as the Breakfast Club phone number is no longer in use.

All sessions will be paid for up front by either cheque, BACS or childcare vouchers, we no longer operate a cash payment system. Refunds will only be given when Heighington Millfield Academy closes the Breakfast Club.

Once we have received your booking we will respond with confirmation of your child's place with an invoice for the amount owed. Your child's name will be entered onto the Breakfast Club booking sheet which will be used as a weekly register by Mrs Neal.

A receipt will be issued once we have received notification from the bank that your payment has been received or upon receipt of your cheque. Where overpayments may have been made, a receipt of payment will still be made as soon as the invoice has been created.

If you arrive with your child without paying or a booking then you may be turned away. If you require a Breakfast Club emergency place, you should email the admin email address by noon the day before the required session.

## 3. Admissions

- Only children attending Heighington Millfield Primary Academy are eligible to attend Breakfast Club.
- We currently have 40 places that are subject to availability.
- Places will be given on a first come first served basis / places will be guaranteed for children who have previously attended.
- The registration process must be completed prior to the child's commencement at the Club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## 4. Arrival and Departure

The small gate (next to the bike sheds) will be opened at 7.50am. We advise that parents / carers escort their child(ren) to the school hall if they arrive after 7:50am.

The staff will be alerted to your arrival when you press the doorbell.

Children will be escorted into school at 8.50am by the Breakfast Club staff.

**5. Daily Routine**

Breakfast is served between 7.50am – 8.20am.  
8.50am children escorted into school.

**6. Behaviour**

We follow the academy's behaviour procedures.

**7. First Aid**

We follow the academy's accident reporting procedures. All accidents will be recorded in the school accident book. Records will be passed to the class teacher and then parents at the end of the day. If the accident is of a more serious nature, we will contact parents as soon as possible.

Parents of any child who become unwell during club will be contacted immediately.

**8. Payments of Fees**

Payments can be made; termly, monthly, weekly or daily  
Payments can be made by cheque payable to; ***The Priory Federation of Academies*** either to the Breakfast Club Supervisor or the school office.  
Payment can also be made by Childcare vouchers.

These Procedures should be read with other Trust Policies and can be found on the academy website.