



Bromley Heath Infant School

Koala Breakfast Club and Tea Club



Information Booklet

This information booklet is designed to tell you all you need to know about our Breakfast and Tea Club and how to register your child.

It includes:

- Aims & Objectives of our clubs
- General Information
- Terms and Conditions
- Registration Form – Health Allergy Disclaimer/Medical Conditions



Bromley Heath Infant School Koala Breakfast and Tea Club

Terms and Conditions

Aims & Objectives

We aim to provide high quality clubs which meet the needs of both parents and children.

For parents, this means knowing that your child is safe and happy in a club that is reliable and offers quality and consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, relax, have fun and enjoy.

At our Breakfast and Tea Clubs, we believe all children have the right to play. Play is the basis to providing healthy development and the well-being of individuals. The club will provide a balanced structure of activities and play experiences.

Accident and Emergency Procedures

If your child has an accident at the Breakfast or Tea Club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

Sick Child Policy

Parents must inform the Breakfast and Tea Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents are expected to comply with the health exclusion guidelines in operation at the school, and children must not be brought to the Breakfast or Tea Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then parents/carers will be contacted to collect their child as soon as possible. Parents must ensure that children are fully recovered before they return. Breakfast/Tea Club staff have the right to refuse a child's entry to either club if they deem that they are unfit.

Infectious & Communicable Diseases

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, vomiting and fevers of 101 degrees F or 38 degrees C or over.

Parents' Authority

Parents authorise the Breakfast and Tea Club to take all necessary action to safeguard and promote the welfare of the child.

Parental Support

Parents are expected to give their support and encouragement to the aims of the Breakfast and Tea Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Loss of Property

The Breakfast and Tea Club will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

General Information

Start Times

The Breakfast Club runs from 7.45am to the beginning of the school day **Monday to Friday during term time**. **Please come to the main entrance and ring the Koala Club buzzer.** **If you would like your child to have breakfast please ensure that they have arrived by 8.15am.**

The Tea Club will run from 3.15pm at the end of the school day until 6.00pm **Monday to Thursday (not on a Friday)** during term time.

A member of staff will collect the children from their classrooms and escort them to the Club, where they will be signed into the Tea Club register.

Please arrive promptly to pick up your child as the site is locked at 6pm. **Please come to the main entrance and ring the Koala Club buzzer.** A member of the Tea Club staff will ask you to sign your child out when they are collected. **It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.**

Breakfast and Tea club will not operate during School Inset days when the school is closed to pupils.

Breakfast Menu

Breakfast will be served until 8.20am.

All children may choose their breakfast from the following menu, which is subject to seasonal variations.

- Cereal
- Toast (with/without jam)
- Bagels
- Muffins/Crumpets
- Yoghurt
- Fresh fruit
- Milk
- Apple/Orange/Pineapple/Cranberry juice
- Hot Chocolate

Tea Club Snacks

A variety of snacks will be provided by the Tea Club. Juice and fresh water will be freely available throughout the session.

Arbor Parent Portal

Parents pay for the Breakfast and Tea Club via the Arbor Parent Portal. Please note that if you are unable to book on line it means that we are full on this session. Please contact school@bhinfants.org.uk or call 01454 866777 and we will do our utmost to help.

If you require any further assistance regarding use of this system, please contact the school office who will be more than happy to offer guidance. Payment with Childcare Vouchers is also accepted. Please see further information on this, later on in this booklet.

Ad-hoc Sessions

Parents will have some flexibility to book ad-hoc sessions, if places are available, but the Breakfast and Tea Club requires a minimum of 24 hours' notice and payment via the Arbor Parent Portal. Please contact school@bhinfants.org.uk if you require any assistance when booking a session.

The procedure for ad-hoc sessions remains the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health **Forms must be completed before your child attends the Breakfast and/or Tea Club.**

Contact Numbers

You can contact the school during school hours on the school telephone number 01454 866777 or the Tea Club mobile number **07864 060157** after 4.00pm.

It is imperative that parents keep their contact numbers up to date and inform the Breakfast/Tea club supervisor of any changes.

Terms and Conditions for entry to our Koala Breakfast & Tea Club

Registration

Once a registration form has been completed and returned to us your child will be registered to attend the Breakfast and/or Tea Club. To book sessions, please log into the Arbor Parent Portal app to book. Please note that if you are unable to book on line it means that we are full on this session. **24 hours cancellation notice is required if a space is no longer required otherwise full charges will apply.** Please email school@bhinfants.org.uk to cancel your place within the required time frame. If you need any further assistance, please contact the school office on 01454 866777 or email school@bhinfants.org.uk

Fees & Payment

All fees must be paid **in advance per term** either via the Arbor Parent Portal or the use of Childcare Vouchers. **Please note that we require an email if paying by vouchers/HMRC child care scheme confirming date of payment/amount paid/any references used.** This is essential to allow us to match your payment once received, and then credit Arbor accordingly.

The fees are as follows:

For Breakfast Club the cost of each session is £4.30 for all children

For Tea Club, the cost of each session is £9.00 for all children

Notice of any changes to fees will be given in writing as soon as possible.

Non-payment of fees

- If any fees are outstanding one working week from becoming due, an email reminder will be sent.
- If fees remain outstanding one working week from the email notice, a written reminder will be issued.
- **If fees still remain outstanding after the written warning, your child's place may be withdrawn.**

Late Collection Fees

Tea club closes promptly at 6.00pm. The site will be locked at this time. **Late collections (after 6.00pm) will incur a charge of £9.00 to cover the expenses of the members of staff who remain in school until the site is secure.** Repeated late collections will result in your child being removed from the club.

Cancellation

If parents do not wish their child to attend a session they must notify the Breakfast or Tea Club Supervisor as soon as possible on the school telephone number or the Tea Club mobile number, (07864 060157), after 4.00pm. Cancellation requests must also be made via email to school@bhinfants.org.uk within the required time frame as stipulated below.

Sessions will remain chargeable for same day cancellations or for next day sessions if notice is received after 9am for Breakfast Club and 3 pm for Tea Club.

Please note that fees **will not** be waived for unexplained absence i.e. holiday/sickness.

Removal from the Breakfast Club or Tea Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the Breakfast or Tea Club Supervisor considers that the continued presence of the child is incompatible with the interests of the Club. There would be no refund of fees in these circumstances.

Disclosures/Child Protection

The Breakfast and Tea Club Supervisor must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

Confidentiality

Parents agree to inform the Breakfast and Tea Club Supervisor of any information necessary to safeguard or promote their child's welfare. Breakfast and Tea Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The Breakfast and Tea Club will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

Discipline

The Breakfast and Tea Club will follow the Behaviour Policy of Bromley Heath Infant School which incorporates both anti-bullying and racial equality.

Parents and children registered at Breakfast or Tea club must confirm that they accept the authority of the Breakfast and Tea Club Supervisor and staff to take all reasonable preventative or disciplinary action necessary to safeguard and promote the welfare of each child, and the Breakfast and Tea Club community.

Photographs/video

Photographs and videos may be taken at the Breakfast or Tea Club. These may be used in Breakfast and Tea Club promotional material such as press releases and the school website.

Parents who do not wish their children to be photographed or videoed in the Breakfast and Tea Club setting, must write to the school via school@bhinfants.org.uk

Severe Weather

In the event of the Breakfast or Tea Club's closure, due to severe weather, parents will be contacted via the emergency telephone number provided on their registration form.

Complaints

Parents who have cause for concern in relation to any matters of quality, safety or care must inform the Breakfast or Tea Club Supervisor immediately, following the

school's Complaints Policy.

**PLEASE SIGN, DATE AND RETURN THE SLIP BELOW TO THE SCHOOL
OFFICE OR BREAKFAST/ TEA CLUB SUPERVISOR BEFORE ATTENDING
THE FIRST SESSION**

***I have read, understood and agree to comply with the Terms and Conditions of the
Bromley Heath Infant School Koala Breakfast/ Tea Club.***

Name of child

Parent signature

Name in full

Relationship to child

Date.....



Registration Form

Koala Breakfast and Tea Club

Please complete all the information below and return to the school office:

Surname:	
Forename(s):	
Gender:	
Date of Birth:	
Address:	
Postcode:	Home Telephone:
Mobile Tel:*	Email: *

*This will be used within our Arbor text and email service, to communicate important information regarding Breakfast/Tea clubs or if your child is unwell

**** It is important that you keep your contact number up to date and inform the Koala Breakfast/Tea club staff of any changes.**

Please give details of all persons who have parental responsibility and anybody else you wish to be contact in an emergency. Place them in order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship (e.g. Parent, Grandparent, Friend)	Home Address/Phone/Mobile	Work Phone
1			
2			
3			

Security Password to be used upon collection – (please provide this)	
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Dietary Needs/Requirements:

Medical Conditions/Notes:

Disabilities:

Signature:

Date:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Using Electronic Childcare Scheme/Vouchers for Koala Club

If you are looking to use childcare vouchers electronically in order to pay for your Breakfast or Tea Club sessions, please let the school know which provider you will be using by completing the following Voucher Request Form. In addition, please email school@bhinfants.org.uk when any payment is made, confirming date of payment/amount paid/references used. This is essential for us to then locate your payment when it reaches our South Gloucestershire Council School Account.

In addition, please contact your childcare voucher scheme and provide them with the following bank details:-

South Gloucestershire Council Schools Account

Bromley Heath Infant School

Sort Code: 55-61-38

Bank Account Number: 72098759

The Schools reference is URN 109029

South Gloucestershire Council will notify the school of the payments received once they reach us, and we will then credit your account for Breakfast or Tea Club accordingly.

Thank you

PLEASE COMPLETE THIS IF YOU ARE USING A VOUCHER/HMRC SCHEME

Voucher Request Form

Name of Parent _____

Name of Child/Children _____

Name of Employer _____

Voucher Provider _____

Voucher Provider Parent ID _____

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Office Use Only:

Date Scanned & Emailed to South Glos _____

School ID _____

Payment Ref: Please quote 44006/BHIXX for Breakfast Club & Tea Club

Date School ID emailed to parent _____