

**St John's Highbury Vale Breakfast Club**  
**Pupil Registration Form**



# Breakfast Club Policy

**St John's Highbury Vale C of E Primary  
School**

---

## **Introduction**

The Breakfast Club is run by St John's Highbury Vale Primary School and exists to provide high quality out-of-school hours childcare for our parents.

The club operates from 8.00am – 8.45am term time, and current costs for each session are £3.50 per morning, £2 concessions. A copy of this policy is provided to all parents of children attending Breakfast Club and is also available on the school website.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

## **Admissions**

- Only children attending St John's School are eligible to attend the Breakfast Club.
- All places are subject to availability.
- 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.

# **St John's Highbury Vale Breakfast Club**

## **Pupil Registration Form**

- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Arrival and Departure**

#### Breakfast Club

- Parents/Carers are required to bring their child directly to the Main Office entrance.
- Children will be escorted onto the relevant playgrounds at 8.45am by the Breakfast Club Staff.

### **Daily Routine**

#### Morning session

- 8.00am children wishing to have breakfast, wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags. Children are escorted to the playground where they meet up with the rest of the children awaiting the start of school.

### **Behaviour**

Whilst attending Breakfast Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.

# **St John's Highbury Vale Breakfast Club**

## **Pupil Registration Form**

- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Breakfast Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Breakfast Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of St John's staff.

# **St John's Highbury Vale Breakfast Club**

## **Pupil Registration Form**

- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

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

### **Payment of Fees**

All Breakfast Club members will receive an invoice for the half term ahead which can either be paid weekly, monthly or half termly.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the Breakfast Club registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash, cheque, or childcare vouchers.

.

### **Procedures for payment of fees**

- Invoices will be issued in accordance with the payment schedule; this will be provided at the start of each half term.
- Payments can be made by cash or cheque payable to St John's (HV) Primary School either to the school office. Payment can also be made by Childcare Vouchers.

**St John's Highbury Vale Breakfast Club**  
**Pupil Registration Form**

- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received by the due date this may result in a parent losing their childcare place.

**Related Whole School Policies:**

Child Protection Policy  
Equal Opportunities Policy  
Health and Safety Policy

**St John's Highbury Vale's Breakfast Club Agreement**

I .....parent/carer of ..... have read and accept a copy of St John's Highbury Vale's Breakfast Club Policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to St John's Highbury Vale Breakfast Club when invoiced.

The sessions in this contract are 8.00am – 8.45am.

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the Breakfast Club

Print Name ..... Date .....

**St John's Highbury Vale Breakfast Club**  
**Pupil Registration Form**

**Pupil Personal Information Form**

<b>Surname:</b>		<b>Forename:</b>	
<b>Home Address:</b>			
<b>Post Code:</b>		<b>Telephone:</b>	

**Mother/Carer Information**

<b>Title</b>		<b>Forename:</b>		<b>Surname:</b>	
<b>Phone:</b>	1.				
<b>Club Time:</b>	2.				
<b>Mobile:</b>	3.				
<b>Home:</b>	4.				
<b>Work:</b>					

**Father/Carer Information**

<b>Title</b>		<b>Forename:</b>		<b>Surname:</b>	
<b>Phone:</b>	1.				
<b>Club Time:</b>	2.				
<b>Mobile:</b>	3.				
<b>Home:</b>	4.				
<b>Work:</b>					

# St John's Highbury Vale Breakfast Club

## Pupil Registration Form

### Other Contact Information – Please provide at least two

<b>Title</b>		<b>Forename:</b>		<b>Surname:</b>	
<b>Phone:</b>	1.				
<b>Club Time:</b>	2.				
<b>Mobile:</b>	3.				
<b>Home:</b>	4.				
<b>Work:</b>					
<b>Relationship to Child:</b>					

<b>Title</b>		<b>Forename:</b>		<b>Surname:</b>	
<b>Phone:</b>	1.				
<b>Club Time:</b>	2.				
<b>Mobile:</b>	3.				
<b>Home:</b>	4.				
<b>Work:</b>					
<b>Relationship to Child:</b>					

**St John's Highbury Vale Breakfast Club**  
**Pupil Registration Form**

**Pupil – Medical Information**

<b>Doctor's Practice:</b>		<b>Medical Conditions:</b>	
---------------------------	--	----------------------------	--

**Is there a current Health Care Plan in school? Yes/No**

**DIETARY INFORMATION**

Allergies

Veg/Halal

**Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:**

.....

.....

.....

.....