



PRESTON GRANGE PRIMARY SCHOOL

Breakfast Club

As we are dedicated to providing a quality service to childcare users, the club is home to a whole host of play opportunities – outdoor play toys; books; arts and crafts; table top games; Music; Small World; Construction; Drama and anything else anyone can think of!

Every day at the club there is always one particular activity on offer while the rest is free play. Often, children think of themes that we base our activities around. Activities are entered into on a voluntary basis. Above all the club is a FUN place to be where children meet up with their friends and have a good time.

All staff are vetted via the CRB (Criminal Investigations Bureau) process and at least two professional references are sought. Between us, we have a sound knowledge of child development and through play it is our intention to provide a 'home from home' environment in which the children are encouraged to develop Socially, Physically, Intellectually, Creatively, Emotionally and Spiritually through a variety of planned activities and play opportunities.

Play at Preston Grange Primary School Breakfast

It is our aim that the Breakfast Club is not only a childcare service for parents and carers, but also a service for the children as well – a play service.

Play is a massively important part of any child's life and all too often in the modern world there is an increasing amount of factors which limit a child's play opportunities – busy roads, 'stranger danger', fewer quality playgrounds to mention but a few. Preston Grange Primary Breakfast Club would like to provide children with the opportunity to play in a safe and secure environment in which club members 'have a say' and participate in how the club is developed and run.

Staffing

Breakfast Club Supervisor: Mrs L Hogarth
Breakfast Club Assistant: Miss J Colquhoun

Session Times/Prices and General Information

Address: Preston Grange Primary School Breakfast Club
Chiltern Road
North Shields
Tyne and Wear
NE29 9QL

Telephone: 0191 200 6347 (includes answering service)

Opening Hours and Fees:

Breakfast Club (Reception to Y6)

7:45 am – 9:00am £3 can include breakfast if required
(No sibling reductions)

Admissions Policy

If you require a place for your child to attend Breakfast Club you must fill in a Breakfast Club form, which can be obtained from the school office. Upon receipt of your form your child will be offered a place. Please be advised that the decision regarding the allocation of spaces will be done in accordance with this policy, though the ultimate decision rests with the Headteacher.

Payments

You can pay daily, or weekly or if you prefer to pay monthly, please let a member of staff know and this can be arranged. Payments can be made by cash or by cheque. Cheques should be made payable to Preston Grange Primary School. If you are entitled to Childcare Vouchers, please get in touch with the school office.

Non – Payment

If you are unable to pay a bill please speak to a member of staff to discuss this. Arrears may result in your child not being able to use the club until a payment has been made. Please refer to our more comprehensive Non- Payment Policy for further details regarding this matter.

Cancellations

If your child is unable to attend the club for whatever reason please contact us as soon as possible, telephone: 0191 200 6347. This will help you avoid a cancellation charge.

Cancellation Policy

We require 24 hours notice cancellation – if this is given no charge will be made. If you make no cancellation or cancel without 24 hours notice, then each session

booked in for will be charged for at the rate of the session. Please be advised that if your child is not attending due to illness we will still have to make the charges as detailed above in the absence of 24 hours notice.

Sickness

If your child should be attending the club and will be absent because of illness please inform us as soon as possible. (This will help you avoid the cancellation charges!)

Telephone: 0191 200 6347.

When your child is able to return please arrange this with the Breakfast Club Supervisor. Please note they will only be able to return in line with our Health Protection Agency Advice document.

What happens if your child becomes unwell at the club?

Children who appear unwell will be separated from the other children and settled in a quiet area with somewhere to rest. They will be made as comfortable as possible and a member of staff will stay with them. The Breakfast Club Manager will be notified so that a decision can be made as to whether you (or an emergency contact) will be notified. The decision as to whether your child will be able to remain on the premises will be made jointly between the Club Manager and your child.

If your child vomits or develops diarrhoea you will be contacted immediately and asked to collect them.

Infectious Diseases

Any child who has an infectious disease (a list is available at the club) may not be allowed to attend the club. Your child's return can be arranged with the Club Manager in accordance with the current Health Agency guidelines and club policy. If you have any questions about the above there is a more comprehensive copy of our policy available in the office or speak to a member of staff.

Complaints Procedure

Every effort will be made to resolve any problems at the club with the Club staff and Head teacher.

However, sometimes on occasion you may feel that a more formal complaint procedure is required. Details on how to go about this are available from the School Office (Tel: 0191 200 6347).