**Breakfast Club Policy and Procedure**

At Pegasus Childcare Centre we offer breakfast club services from 7.30am to 8.30am for children aged 2 years to 11 years old.

We aim to provide a fun and friendly atmosphere for all children. Children that arrive at 7.30am will have an option of different types of breakfast such as fruit, cereal, toast, crumpets etc and choice between milk or water to drink.

Breakfast bar finishes at 8.15am

The children will be able to chill and relax before heading off to school or starting the day for the nursery children. There will be different activities set out ready for children on arrival and they will be age appropriate and linked with the children’s interests.

Opportunity for school children to finish any school work will be available and staff will help if needed.

Breakfast Club will also be following the following policies throughout the sessions-

Anti-Bullying

Admissions

Accidents and First Aid

Critical Incident

Alcohol and Substance

Behaviour Management

Child Protection

Complaints

Confidentiality

Equal Opportunities

Fire and Evacuation

Health/Illness and Exclusion

Health and Safety

Medications

Missing Person

Payment

Safeguarding children

SEN

Any other relevant policy which may require implementation

(please look at each individual policy and procedure)

**On arrival -**

Children will enter through the front door and will say goodbye to families before entering the building.

The children who will be attending school will place their belongings on the pegs located in the entrance area. Nursery children will place their belongings on their peg in the conservatory.

Staff will sign children in on arrival

No adult, families or child will enter the building if the staff member does not know or recognises them unless they give the correct password rearranged by management and the person.

**Leaving to go to school -**

School Children -

* The school children will be asked to tidy away and get their belongings such as bags / water bottles etc.
* Children and staff will stand out of the way for Osgodby School to open their school gate.
* Headcount will be taken
* Once the school gate is open a staff member will walk the children over to the teacher on the gate, while doing a headcount. Once the last child is through the school gate, Pegasus staff members will return back to Pegasus.
* Staff members will hand over a list to Osgodby School staff with names of all children who have just been dropped off at school by Pegasus and which children will need returning to Pegasus at the end of the day, if any.
* Staff members will then sign the school children out.

Nursery Children -

* Nursery children will be staying in the main room with a member of staff
* Staff will do a head count and keep an eye on the children making sure they are all happy and settle any children who are upset that their sibling is leaving for school.

**This policy was reviewed and adopted on**

**Signed (Manager)**

**Signed (Chair)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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