

## The Morning Club Carr Lane Primary School

### Aims:

To provide childcare before school

To promote healthy eating

To provide a caring environment for children to enjoy at the start of the day

To provide activities to stimulate children in our care at the start of the day

### Organisation

### Opening times:

The morning club operates every school day from 8am until 8.50am when the KS2 children are released into the playground to line up. KS1 children are taken onto the playground into the care of the teacher on duty. Foundation stage children are taken by a member of staff to the door and handed over to their teacher.

### Register:

Parents must sign their child in on the register and record the time of arrival.

### Breakfast Menu:

Toast with butter/ low fat spread

Toasted muffins

Scotch pancakes

Waffles

Croissants

Fresh fruit

Water

We shall encourage children in our care to make healthy options when choosing a breakfast. We also offer yoghurts and pots of jelly.

A bill is sent out every six weeks, all fees must be paid in advance, any cancellations must be paid for and one months' notice must be given if you wish to cancel your child's place.

**Space:**

The morning club meets in the porta-cabin in the key stage 2 playground.

**Staffing:**

The club member has a NVQ3 qualification and is a First Aider and also holds a Food Hygiene qualification.

**Ground Rules:**

1. The morning club is run by Sue Drewery at Carr Lane Primary School.

2. The club will provide a healthy snack and activities to assist learning e.g. doing homework, reading, drawing, playing board games. Making jigsaws, playing with a variety of construction toys and playing in the home corner. Children will not be allowed to leave the building once signed in.

3. Staff will be responsible for the care and management of the children, treating them with respect at all times.

4. The club will comply with environmental health food safety standards.

5. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to the staff and to each other.

6. Children who do not behave well or do not show respect for staff or each other will be banned from the club — either permanently or temporarily depending on circumstances.

7. The Morning Club will operate for children attending Carr Lane Primary School only. Membership of the club is available to children when they start in reception.

8. Breakfast will finish serving at 8.30am.

9. Parents are asked to show agreement with these ground rules by signing and returning a copy of this policy.

10. Parents are asked to keep staff informed of any change of emergency contacts.

11. Cheques are made payable to The Morning Club.

12. In the event of a parent wishing to make a complaint, this should be made to Sue Drewery.

Contact mobile number is: 07521989912 between the hours of 8am till 8.50am or 3.30pm till 5.45pm.

13, Although a wide variety of activities will be on offer, we will not make a child participate in any activity that they do not wish to do. We can encourage them to take part - however we will not make any activity compulsory. The emphasis will be on choice and enjoyment.

14. The Club has a responsibility to contact Social Services if we are concerned in any way about the safety of a child. The Club has a duty of care for the welfare of the child and maintains strong links with the School and will share any concerns with the School Child Protection Officer and SENCO.

• These Ground Rules are agreed on behalf of

..... (Name of child)

Signed ..... (Parent)

Date .....