



# **Sunrise Breakfast Club**

## **Information Booklet**

**[sunrise@stannes-chertsey.surrey.sch.uk](mailto:sunrise@stannes-chertsey.surrey.sch.uk)**

**07786 533 192**

## **Sunrise Breakfast Club - providing breakfast and care to the parents and children of St. Anne's Catholic Primary School**

### **Sunrise Breakfast Club aims to**

- provide high quality care and education through play for the children of St. Anne's;
- work in partnership with parents to help children to learn and develop;
- offer children and their parents a service that promotes equality and values diversity.

### **Parents**

Parents are regarded as members of our setting who have full participatory rights. These rights include being:

- valued and respected;
- kept informed;
- consulted;
- involved and included at all levels.

### **We aim to ensure that each child:**

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join with other children and adults to live, play and learn together;
- has a personal key person who makes sure each child feels cared for and supported.

### **How Sunrise Breakfast Club helps development and learning**

Children start to learn about the world around them from the moment they are born. The care and education offered by our Club helps children to continue to do this through play with interesting activities that are appropriate for their age and stage of development. We also provide the best start to the school day with a choice of three breakfast menus.

### **Working together for your children**

Sunrise Breakfast Club maintains the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;

- help children to experience and benefit from the activities we provide.

### **Provision**

Sunrise Breakfast Club provides care for children at St Anne's between the ages of 4 and 11 years and is open for 39 weeks, 5 days a week, term time only (please note; in-service days and polling days are excluded). The Club opens at 7:45am to 8.40am when the children will be escorted to their class lines. Please do not bring your child early, the Club cannot be responsible for children before 7:45am.

### **Staff**

Sunrise Breakfast Club is managed by Mrs Francesca Dyer and her team. She has over 20 years experience of caring and supporting the children of St Anne's. Her qualifications include; Level 3 Teaching/Classroom Support, Food and Hygiene Level 2 and First Aid Certificate.

As well as gaining qualifications in early years' care and education, Sunrise Breakfast Club staff take part in regular professional development training. The Club also keeps itself up-to-date with best practice in early years' care and education.

### **Key persons and your child**

Sunrise Breakfast Club uses a key person approach. This means that each member of staff has a group of children for whom they are particularly responsible for. When your child first starts at the Club, their key staff member will help them to settle in and throughout their time will make sure that what we provide is right for their needs and interests and help them benefit from the settings activities.

### **Special needs**

As part of the Clubs policy we make sure that the provision meets the needs of each individual child and we take account of any special needs a child may have.

### **Timetable and routines**

Sunrise Breakfast Club believes that care and education are equally important in the experience that we offer the children. The routines and activities that make up the breakfast club are provided in ways that:

- help each child to feel that he/she is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group.

We want your child to feel happy and safe with us. If your child has any concerns regarding the Club, the staff will work with you to decide on how best to help them. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

### Admission

If you are interested in a place at Sunrise Breakfast Club, please complete an enquiry form, which can be downloaded from the school website or from the school office and returned either electronically or by hand. Parents will then be notified if a space is available on the days required. If places are not available we use a waiting list system which works on a first come first served basis with the exception of siblings who will have priority for the same days as a sibling already attending.

Once a place has been confirmed, parents are asked to complete an 'All About Me' form with their child and a registration form with essential contact details. Please complete the important information regarding specific dietary and health requirements that the team must be made aware of. This information will be treated as confidential and will be stored appropriately. Emergency contact details must be kept up to date at all times and it is the responsibility of the parent/carer to notify the club of any changes as soon as possible.

**We cannot accept ad-hoc bookings due to the additional administration and staffing issues involved.**

### The Session

We organise our Breakfast Club so that the children can choose from a range of fun activities and play equipment. It is our aim to give the children the choice as to which activities they wish to take part in, therefore encouraging them to become independent. They have the choice from three food menus which gives them plenty of choice. The children eat their breakfast, play and are then taken to their class lines by a member of staff. Please be aware that we are unable to take children before 8.00am in the morning.

The Club is held in the school hall. Children must be accompanied to the setting by an adult. Children should never be left alone. Our entrance is through the main office and there is a bell on the outside door that you can ring and a member of staff will be along to let you in.

**Please note, we are unable to serve breakfast after 8.20am. Children who arrive after this time will be offered a biscuit/fruit and a drink.**

## **Fees**

The fees are payable half termly in advance via ScoPay. Please contact us if you are unable to make half termly payments and we can talk about other payment options. Childcare vouchers are accepted, please note any payments via Childcare vouchers here - <https://forms.office.com/e/UCYYjsRU8H>

Fees must still be paid if your child is absent with or without notice for a short period of time. If your child will be absent over a long period of time, talk to the manager, Mrs Dyer. Should you wish to cancel your place with the setting you will need to do so in writing, giving at least one month's notice.

No invoices will be sent out. The termly charges will be put on ScoPay and payments must be made against this balance. If you pay via Childcare Vouchers, we will manually update ScoPay to reflect these payments and show your correct balance. Sunrise Breakfast Club reserves the right to retract the offer of a place (without notice) if fees are not paid as agreed.

## **Safeguarding children**

Sunrise Breakfast Club has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## **Policies**

At Sunrise, our policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the Club is an enjoyable and beneficial experience for each child and his/her parents. If you require a copy of our policies, please ask and we will send them to you.

The staff of Sunrise Breakfast Club work together to adopt the policies and can take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members. Policies may also be updated at other times should it be necessary.

We hope that you and your child enjoy being members of Sunrise Breakfast Club, our staff are always ready and willing to talk with you about your ideas, views or questions.

## **The management of our setting**



## SUNRISE BREAKFAST CLUB MENU

1 PIECE OF FRUIT CAN BE EATEN WITH ALL MENUS

### MENU 1

Cereal



Yoghurt



1 cup Water/Milk



### MENU 2

Cereal



1 Slice of Toast



1 cup of Water/Milk



### MENU 3

2 Slices Toast



Yoghurt



1 cup of Water/Milk

