

## Breakfast Club Procedures

**Arrival** The Breakfast Club begins at 8.00am.

Parents/Carers **MUST** bring their child/children in to the dining room where breakfast is served. Staff will ask the adult to sign their child/children in for safeguarding purposes. **Please do not send your child in independently.** Parents and children should not use the car park at any time.

Breakfast will mainly consist of: cereal, toast, yoghurts, fresh fruit and a cold drink (child's preference)

Please let us know if your child has any food allergies by filling in the attached form before they attend the club.

**Activities.** After breakfast the children will be able to access a range of activities planned to keep children active and to add to a positive start to their school day.

**Policies** St Michael's Breakfast Club aims to provide a safe and secure environment. Various policies are in place for the Breakfast Club. They are available to any parent/carer who wishes to look at them. They include: Health and Safety (including Risk Assessment and Fire Drills), Safeguarding and Behaviour Management .

**Tax Credits** Parents/Carers may be able to claim tax credits and child care costs by completing the on-line forms. Visit the Inland Revenues interactive site [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk) to find out more information. The unique reference number for claims can be obtained from the school office on request.

**Childcare Vouchers** The Breakfast Club accepts Childcare Vouchers. This is a way of paying for childcare out of your pre Tax and National Insurance income. Please contact your employer to find out if you are able to use this scheme.



2017-2018

# St Michael's Breakfast Club

Dear Parents,

We would like to take this opportunity to introduce you and your child to St Michael's Breakfast Club.

We are delighted to be able to offer care between 8.00am and 9.00am every school day.

This booklet has been prepared to provide you and your child with useful information and answer some of the common questions parents may have concerning wrap around care.

If you have any further questions, please feel free to contact school to discuss them further.

Yours sincerely

*Nick Conway*  
Executive Head Teacher



## Get In Touch

### Contact Details:

Clumber St North, Newcastle upon Tyne. NE4 7RE  
Telephone: 0191 2739383  
E mail: [info@st-michaels.school](mailto:info@st-michaels.school)

### Breakfast Club staff:

Current support staff

## Breakfast Club Hours

Our care is organised as follows:

Breakfast Club	8.00am—9.00am
School starts	9.00am



## Breakfast Club

We aim to offer a place for children to come and have a healthy breakfast and socialise with their friends before school.

Breakfast club offers lots of delicious healthy breakfast foods to help fuel your child with energy for the school day.

**EAT**

**PLAY**

After you have enjoyed a lovely breakfast, play games and join in lots of fun activities.

**SOCIALISE**

Make new friends and talk to other children and adults, while you eat and play.

## Breakfast Club Payment

The cost of a Breakfast Club place is £2.00 per day, £10.00 per week. Parents must book their child's place each half-term and payment should be made one week in advance. Payments for the whole half-term can be made if parents/carers find this more convenient.

Payment should be made to **St Michael's**. Payment should be put in a envelope, clearly marked with the child's name and days attending.