



Meadow Nursery School
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MEADOW BREAKFAST CLUB

PROSPECTUS And TERMS and CONDITIONS

Breakfast Club Supervisor: Liz Honer

Registered Charity 275966
OFSTED Registered

Chairperson: Vesna Osmanagic
Secretary: Suzanne King





Aims

Meadow Breakfast Club is a non-profit making organisation with three main aims:

- To meet the early morning childcare needs of working parents with children attending St Paul's and Walter Schools.
- To provide a warm, safe stimulating environment where school children can start the day with a healthy breakfast and enjoy the company of others.
- To meet the aims of Wokingham Unitary Authority in providing choices in local childcare by extending the provision already offered by the Nursery School.

The Breakfast Club is registered by OFSTED, following prescribed adult/child ratios (1 : 8) and guidelines set out in the National Standards for Sessional Childcare. The children are cared for during the session by the Supervisor and an assistant at all times. The Breakfast Club is managed by Meadow Nursery School Parents Association.

Opening Hours

The Breakfast Club is open from 7.30 - 8.45am weekdays during term time. Breakfast will be served between 7.30 and 8am, to allow for a relaxed mealtime. Through experience we have found it to be preferable for children to be dropped off by 7.45am so that they may enjoy their breakfast and socialise with the other children before starting their formal school day. Children arriving after 8am will not be offered breakfast.

Admissions and Fees

Meadow Breakfast Club is open to children aged 4-11 years who attend Walter or St Paul's Schools, so from reception until year 6. If your child is starting breakfast club whilst in reception, please give them time to become accustomed to a full school day before adding breakfast club.

- Places are limited to 16 children per morning and will be offered as available on receipt of a completed registration form and £10 per family registration fee. Places are offered on a 'first come first served' basis and a waiting list will be administered if necessary. Parents/Carers will receive written confirmation of a place as one becomes available.
- Places are offered as regular sessions each week (e.g. Every Monday, Wednesday and Friday) but families who need a more flexible arrangement each week must book sessions at least one week in advance. Generally, this flexibility will be possible as long as the Club is not full i.e. 16 children booked in on a regular basis on any given morning.

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- The Club will only take registered children on a drop-in basis if a place is confirmed by contacting the Breakfast Club Supervisor before 3.45pm the previous day. The supervisor will contact you as soon as possible to inform you of the availability of places that morning.

Breakfast Club fees are payable monthly in advance for regular weekly bookings. Drop in sessions must be paid for on arrival that day. The fee includes care and activities for your child during the session, a healthy breakfast, and their safe delivery into school in time for morning registration.

Regrettably there can be no refunds for non-attendance of a booked session for whatever reason and the charge is the same whether or not your child has breakfast.

Food

The Breakfast Club aims to encourage healthy eating and set good examples for self-care and personal health and hygiene. The following foods will be available regularly each day for your child to choose:

- a variety of cereals with milk (hot and cold) ie porridge;
- toast with a choice of spreads like Marmite, jam, honey etc;
- milk or diluted fruit juice (not squash) to drink with fresh water is always available;
- an apple or other fruit.

We also will offer termly "specials" with the children helping to plan a different breakfast menu to accommodate some of those with wider tastes! Such extras might include bagels or croissants, yoghurts or cheese etc. The food is prepared in the Nursery kitchen and the Supervisor holds a basic Food Hygiene Certificate. The Club is also registered with Wokingham Environmental Services Department as a food provider.

If your child has any specific dietary requirements, please ensure that this information is recorded on the registration form.

Activities

After breakfast, the children will have an opportunity to play, relax (or catch up with last minute homework) and a range of games, puzzles, books and creative materials will be provided for them to use. We aim to allow the children a period of gentle fun before the demands of the school day begin, and a chance to socialise with other children whom they may not normally associate with during their school day. The children are encouraged and supported by the Club staff to maintain a happy, cooperative atmosphere with opportunities

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to help decide on acceptable behaviour and appropriate rules. Above all, respect for others, the equipment and the Club premises, form the basic ethos of the Club (rules attached).

Off to School

At 8.30am the children will be encouraged to visit the toilet and collect their belongings. Breakfast club staff will escort the children to their respective schools. Junior school children will be taken into St Paul's Playground so that they can make their own way to their classrooms. The children from Walter school will be walked round from the Nursery building to their classroom building entrance by an appropriate number of adults. We will maintain a minimum adult to child ratio of 1 to 8 providing extra staff if required. Please ensure that your child has everything they need for their school day - we are unable to sort out PE kits, packed lunches, homework or any other individual items. It also helps us to send the children into school happy and confident rather than anxious and tearful. It is the parent/career's responsibility to inform the school that the child is attending the Breakfast Club and that our staff will be ensuring their safe arrival each morning.

Sickness

If your child is ill overnight or develops symptoms in the morning, which means they are unable to attend a booked session, please leave a message on the answer phone so that staff know how many places are available for that day. Please do not send any child to the Breakfast Club who has had vomiting or diarrhoea until at least 48 hours has elapsed since the last episode. Meadow Breakfast Club cannot take responsibility for informing the school of your child's absence, so please make your usual arrangements.

If your child needs routine medication e.g. asthma treatment, which must be taken after breakfast, please obtain a medicine administration form from the Supervisor. Any medicines left with the Supervisor must be clearly labelled with the child's name and the required dosage. Any medication administered will be recorded and this information held for your perusal. Please inform the Supervisor if your child develops a serious or contagious illness as soon as possible, especially any incidence of sickness and/or diarrhoea. If your child develops symptoms of illness e.g. raised temperature, sickness, or any serious injury during the session we will contact you or your designated emergency contact as soon as possible. The supervisor will arrange with you for your child to be collected from the club if necessary. We will not send any child who appears ill into school without consulting you.

Bumps and Bruises

Any injuries, which occur as a result of accidents, will be recorded and a note sent home with the child for your information. We will also inform the school of any injury sustained while the child is in our care and of any bumps and bruises for which the child has no reasonable

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explanation. This information will be passed to the school in the form of a note to the teacher concerned and a similar advice will be sent home to you with the child.

Behaviour

The Breakfast Club aims to promote respect for others and a positive self-image within each child. It also aims to stimulate an awareness of cause and effect in the children with regard to their own safety and well-being, and that of the other members of the group. This is achieved through simple positive rules devised by the staff and the children together. These rules are displayed in a form that all can understand in order to encourage appropriate behaviour. Copies of our rules will be available for parents to see if required.

Appropriate behaviour is any action, language or attitude that promotes and enhances the cooperative atmosphere in the group. This will be encouraged and rewarded by praise and recognition and specific achievements may be relayed to the parent/carer.

Inappropriate behaviour is any action that inhibits the freedom of another to enjoy the session, which causes injury or damage to another person either physically or verbally, which causes damage to the equipment or the premises or which threatens to do any of these things. Any incidence of inappropriate behaviour will be dealt with immediately in a developmentally-appropriate manner. For any incident that occurs in the session it will be stressed that it is the behaviour that is unacceptable NOT the child. Children will be encouraged to resolve disputes verbally and in a calm manner with the support of a staff member if required. Inappropriate behaviour by any child will be dealt with in a calm and consistent manner by the Club staff. Incidents of inappropriate behaviour, which affect other members of the group, will be recorded and parents/carers will be informed. This is in the best interest of the child and the parent as the matter can be discussed at home and we can build stronger links with families to help with the challenging task of managing behaviour together.

Inappropriate Behaviour

Incidences of inappropriate behaviour fall into three categories:2

- Minor incidents - usually disputes over possession or disruption to an activity which are dealt with on the spot with all parties given an opportunity to have their say - usually quickly resolved with careful explanation by the staff as to why the behaviour is unacceptable, sometimes a warning message and perhaps in the case of a dispute, a compromise. Parents will not automatically be informed unless the behaviour is repetitive or becomes more serious.
- Serious incidents - continued or repeated minor incidents that impact greatly on the other members of the group. The child will be asked to move away from the activity or children where he/she is causing disruption and in extreme cases may be asked to

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take a period of "time out" of not longer than 5 minutes. The child will not be left alone during this time but will be given time to assess the situation and the opportunity to apologise and amend his/her behaviour. The situation will be discussed with the child's parent/carer in the child's presence in order to try to resolve the difficulty. The parent/carer will be asked to discuss the matter at home with the child and to feed back to the Supervisor with the child at the next session.

- Major incidents - incidents of unacceptable behaviour that threaten or cause serious physical injury to others in the group, children or adults, continued verbal abuse to any member of the group, or actions that cause deliberate damage to equipment or premises. If it is considered by the staff and the management committee that all efforts have been made to resolve the child's behaviour problem both within the group and by communications with the child's parents/carer but with no lasting effect, the club will reserve the right to withdraw the child's place.

When dealing with such incidents, children will always be told the reasons why their behaviour is not appropriate and staff will give the children time to give their version of the incident. The adults will endeavour to ensure that each child understands why they have been spoken to and where possible they will give positive and constructive suggestions to remedy the situation.

Hopefully a partnership between the staff, the children and you, the parents and carers, can create a respectful environment and an enjoyable session for everyone.

We would be extremely grateful if you could send us feedback of your child's experience at the Breakfast Club.

Any queries or concerns regarding any of the Meadow Breakfast Club Terms and Conditions should be directed to the Supervisor or the Chairperson of the Meadow Nursery School Parents Association.

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