



Saint Mary's Family Centre

Breakfast Club

St Mary's Family Centre seeks to work in the spirit partnership with all families, in providing high quality care and education programmes for children.

Our Breakfast Club Project seeks to support children from St Joseph's Infant and Junior Schools and Virgo Fidelis Preparatory School aged four to eleven years before school, term time and in a safe and stimulating environment whilst their parents work or study.

Our Breakfast Club is known to Ofsted and the London Borough of Croydon, Out of School Partnership; their requirements are our minimum standards.

Nathalie Dring

Family Centre Team Leader

Criteria for Self-Referral

- Children aged 4 to 11 years in full time education attending St Joseph's infant and primary schools and Virgo Fidelis Preparatory School.
- Children whose parents are working or undertaking full time study.
- Children considered to have Special Needs.
- Children next on the waiting list.
- Children whose siblings are already attending Breakfast Club.

Opening Times

The Breakfast Club opening hours are 7.30 a.m. to 8.40 a.m. Parents and children should arrive at the Portakabin on the site of Virgo Fidelis Senior School using the front Lodge pedestrian gate entrance on Central Hill. Parents must escort their children directly to the Breakfast Club staff in the Portakabin, where you will be expected to sign your child in. A daily register is taken.

The Breakfast Club Service

On completion of your referral form/Registration form and confirmed admission date we will:

- Welcome and induct your child.
- Provide an opportunity for greeting time to discuss the morning's events.
- Provide a nutritious breakfast and drink daily. We will cater for children who have special dietary requirements.
- Provide an opportunity for your child to plan their time in regard to that morning's Breakfast Club programme.
- Provide a wide range of age developmental appropriate materials for play to encompass a broad curriculum.
- Encourage your child to be part of the overall planning of the Breakfast Club.
- Provide a setting that meets the physical, intellectual, emotional and social needs of children aged 4 to 11 years including a quiet area.
- Welcome you at all times to share your child's needs, and have a suggestion box available to parents to hear your views.
- Escort your child to the playground at 8.40 a.m. to make your child's presence and needs known to the supervising adult/teacher.
- Be consistent and reliable to enable you to have peace of mind.
- The Breakfast Club will not operate on days for St Joseph's Infant & Junior School where a later school start time is envisaged, i.e. Holy days of Obligation.

The Curriculum

We actively seek to provide age appropriate active learning experiences that enable children to practice life skills of independence, tolerance, decision-making, problem solving and thoughtfulness for others, their feelings and property.

Equal Opportunities

St Mary's Family Centre is committed to Equal Opportunities practice. A copy of our policy is given to parents/carers at admission. Our policy aims to challenge discrimination in all areas of our organisation.

Absence

It should be noted that full fees remain payable in the event of your child's absence or sickness.

Accidents

In the event of your child having an accident or sustaining an injury a qualified First Aider where possible will be in attendance at the Breakfast Club. In the event of a serious injury to your child we shall call an ambulance. Parents will be notified at all times of accidents in writing. In the event of serious injury parents will be informed immediately by telephone.

Health and Safety

A copy of our Health and Safety policy is available to all parents. In this, St Mary's Family Centre commits to maintaining high standards culminating in routine and statutory Health and Safety Inspections.

Duty to Protect

St Mary's Family Centre considers the needs and welfare of children to be paramount (Children Act 1989) and in this we are legally required to inform Social Services in the event of suspected Child Abuse. In the first instance this will be discussed with parents where possible.

Further Centre policies are available in the St Mary's Breakfast Club Parents Handbook include:

- Equal Opportunity
- Rules and Guidelines for Centre Users
- Working with Children
- Children who have Special Needs
- Health and Safety
- Duty to Protect
- Working with Volunteers
- Celebration of Festivals
- Breakfast Club Fees
- Breakfast Club "As and When" Fees
- Complaints Procedure.
- The Breakfast Club is currently able to accommodate 15 children at each session.

SAINT MARY'S FAMILY CENTRE

BREAKFAST CLUB - FEES

- The cost per day is £4.00
- A £20 registration fee is charged to cover our administration costs. This payment should be sent in with your completed referral form (cheques payable to Saint Mary's Family Centre).
- A £50 deposit will be required for each child attending Breakfast Club. This payment should be sent with your completed induction pack once your child has been allocated a place. This deposit will be refunded when your child leaves Breakfast Club provided that all fees have been fully paid.
- Fees are charged a half term at a time. Invoices will be sent out in August and October for the Autumn Term, December and February for the Spring Term and March/April and May for the Summer Term.
- Payment is due in full on or before the first day of term and on or before the first day after half term.
- If payment has not been received before the start of each half term, your child will not be admitted to Breakfast Club until payment has been received or you have made telephone contact with us. If payment is not received after the first week of each half term, your child's place will be allocated to a child on our waiting list.
- A half term's (i.e. 6 weeks) written notice is required if you wish to terminate your child's place at Breakfast Club.
- A half term's (i.e. 6 weeks) written notice is required if you wish to alter the days on which your child attends Breakfast Club.

If you have any queries regarding your invoice, please contact the Accounts Department of Saint Mary's Family Centre on 020 8761 9499.

Saint Mary's Family Centre is a voluntary organisation based on the site of Virgo Fidelis Convent and is a separate organisation from Virgo Fidelis Prep School.

Therefore, if you have any queries regarding the Breakfast Club, please contact Saint Mary's Family Centre staff

Breakfast Club Referral Form

Child's Name:

Date of Birth:

My Child Attends St Joseph's Infants/Juniors Class

Virgo Fidelis Prep School Class

Family Home Address:

E-mail address for sending invoices: _____
(Please print clearly)

Contact Telephone Numbers:

Home:

Work: Mother: Father:

Mobile: Mother: Father:

Reason for your child's referral to Breakfast Club:

My/Our requirements for Breakfast Club Sessions are: (Please tick where required)

- Full Time 5 Sessions Per Week
- Spot Purchase 1/4 Sessions Per Week

Monday	Tuesday	Wednesday	Thursday	Friday

Please include with your referral any further information concerning your child's needs, including any Special Needs.

I enclose £20.00 registration fee (*cheques payable to Saint Mary's Family Centre*)

Signed: _____ Relationship to Child: _____ Date: _____

Please Print Name: _____

***Thank you. Please return this form to Saint Mary's Family Centre.
E-Mail - office@stmarysfamilycentre.org.uk
147 Central Hill, Upper Norwood, London, SE19 1RS***