



Skool Is Out Breakfast Club 2018: Important Information, Terms & Conditions

Number of places

We have a total of 30 available places each day, Monday – Friday. We also have a maximum of 5 subsidised places which can be offered to low income families. You should contact Colin McLean at James Gillespie's Primary School for further information about eligibility for subsidised childcare.

Location

The Breakfast Club will run from the main school gym hall at James Gillespie's Primary.

Eligibility

The club is available for any child who attends James Gillespie's Primary School, from primary 1 to primary 7. Unfortunately we are unable to accept nursery children or those from schools other than Gillespie's.

Prioritising places

We will prioritise places at the Breakfast Club for children already attending the after school club in the first instance. Any remaining places will be allocated on a first come/first served basis.

Opening time

The Breakfast Club will commence from 7.45am, Monday – Friday. Please note that children will not be accepted into the Breakfast Club before 7.45am. Children should be brought to the reception at the school where they will be met by our Breakfast Club staff who will then escort them to the changing area designated by the school for our use. Children will leave their bags and coats and change into indoor shoes (please ensure you provide your child/ren with indoor shoes when attending the Breakfast Club).

Breakfast Club staff will then escort children into the main gym hall and provide breakfast and a variety of stimulating play opportunities and activities. A varied and nutritious breakfast will be served between 7.45am and 8.15am. Please note that if your child/ren arrives after 8.15am they may not be eligible for breakfast as our staff must have adequate time to clear away breakfast equipment before children are escorted to the playground for the start of the school day.

Closing time

All children attending the Breakfast Club will depart the main gym hall between 8.15am and 8.30am (weather dependent) to collect their bags and coats, change their shoes and be escorted outside for supervised outdoor play until the bell goes. JGPS encourage children to take part in outside play before school and only in the event of severe inclement weather will the children remain indoors. Staff will remain with the children and assist them in assembling to their lines for the start of the school day. If the weather does not allow outside play after 8.30am the staff will follow normal procedures for the school in the event of wet weather, ensuring that children collect their belongings from our designated area and go directly to their cloakrooms to assemble prior to the commencement of the school day.

Cost and fee payments

The cost of the Breakfast Club is £5.50 per child per day with a 20% discount applied for siblings (£4.40 per session for second/third siblings only). A termly registration fee of £10.00 per family is payable at the time of registration (for non-after school club families only) and will be invoiced at the beginning of each term thereafter (3 terms in total). Once you have indicated the days you require for morning childcare you will then be sent information regarding payment of fees. Fees for permanent places are spread over 11 months with the first payment being due on 1st of August 2018 and thereafter on the 1st of each month with the final payment due on 1st June 2019. Payment of Breakfast Club fees is always due in advance of childcare and can be paid by standing order or childcare vouchers. Unfortunately we do not accept cash or cheque payments for morning childcare.

Our Breakfast Club fee rates may increase annually in line with inflation and other overhead costs. By signing the attached registration form you hereby agree to the terms and conditions of Breakfast Club usage as outlined in this document.

Our bank details for payment of Breakfast Club fees are:

Santander Commercial Bank
Account number: 86064187
Sort code: 09-01-51

Staffing

We will have a minimum of two staff on duty each day; our Breakfast Club Play Supervisor and a Breakfast Club Play Assistant. The Supervisor starts work at 7.30am to set up the club, and our Play Assistant will commence at 7.45am. From time-to-time we may also have additional helpers on duty who will be working on a voluntary basis. All staff have undergone the relevant checks as per our organisations policies and procedures, including PVG scheme registration.

Outdoor clothing

It is important that parents supply appropriate outdoor clothing and footwear so that children can play outside even in wet weather. Please ensure that you child has a suitable waterproof coat, warm clothing; fleece, hat, gloves etc. and welly boots for puddles. If your child is not supplied with adequate outdoor clothing then we will be unable to allow them to join in the outdoor activities. Please also ensure you provide indoor shoes for children to wear when they are based within the gym hall, as per JGPS school policy.

First Aid

There will be a certified First Aider on duty daily at the Breakfast Club and a first aid kit is located on site at all times.

Food Policy

We will endeavour to adhere to Scottish Government guidelines for breakfast clubs. These include:

- Ensuring fruit is available daily;
- Cereals provided will have a sugar content of less than 10%. Examples include Cornflakes, Weetabix, Rice Krispies, Bran Flakes etc.;
- Milk provided will be full fat;
- Different breads will be offered over the course of the year to allow children the opportunity to taste and try different types. Examples of breads offered will include white, brown, granary or wholemeal toast. We may on occasion also offer rolls or bagels;
- We will use butter for spreading on toast or rolls;

- No confectionery will be provided at our Breakfast Club. With regard to breakfast provision, confectionery is defined as cereal bars and processed fruit bars;
- Marmite, jam or honey will be offered as part of a balanced breakfast.

All staff working at our Breakfast Club will have the necessary Food Hygiene training.

How to apply for a place

- Enquire by emailing Skool Is Out at info@skoolisout.com to ascertain availability. A waiting list will be in operation and places will be allocated to families on our waiting list as soon as they become available.
- If a space is available, please ensure you complete a registration form for your child in advance of commencing.
- You will be notified by email or telephone of the offer of a place.
- You will be sent payment details prior to your child commencing at the Breakfast Club.

Terminating a place

We may terminate a child's place for the following reasons:

- If your child/ren has left James Gillespie's Primary. The Breakfast Club is open to children who attend JGPS only.
- Inappropriate or unwanted behaviour (please refer to our Contract of Agreement for further details)
- Sporadic use of the service if/when the place is required by another family
- Failure to pay Breakfast Club fees by the above outlined deadline date

If you wish to terminate your child's place at the Breakfast Club for any reason, or wish to amend the days your child/ren attend (subject to availability) please ensure you provide us with two weeks' notice, in writing.

Ad-Hoc Childcare

We welcome one-off, ad-hoc Breakfast Club bookings, subject to availability. Please contact the Breakfast Club direct, or the Skool Is Out office, to ascertain availability of places. The cost of ad-hoc sessions will be £5.50 per child with a £10.00 one-off registration fee to be paid in advance.

Further Information

Further general information about Skool Is Out and the services we offer can be found on our website. We have a Parent's Only section of the website where parents/carers can log on to view important information about our staff team and read up on policies and procedures of the organisation. Please contact the office to request details of our password.

You will also be sent a copy of our Breakfast Club Contract of Agreement along with the registration documentation. Please ensure you read through this information clearly and sign off your agreement on your child/ren's registration form as this forms your contract with Skool Is Out.