

Skool Is Out Breakfast Club
Important Information, Terms & Conditions

Number of places
We have a maximum number of 30 available places each day.

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 P1 to P7. 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 to JGPS families on a first come/first served basis.

Days of operation
The Breakfast Club currently operates from Monday – Friday.

Timings
Our Breakfast Club is open from 7.30am, until the beginning of the school day. Please note that children will not be accepted into the Breakfast Club before 7.30am.

As per our Food Policy overleaf, a varied and nutritious breakfast will be served between 7.30am and 8.15am. Please note that if your child/ren arrives after 8.15am they may not be eligible for breakfast as our staff require sufficient time to clear away breakfast equipment before the start of the school day.

Staff will arrange to direct P1 and P2 children to their line for the start of the school day and will wait with children until teaching staff arrive, while P3-P7 children may be permitted to make their own way to their line-ups at the start of the day.

Contact
Our Breakfast Club Manager is Morna Longmuir and our contact number is 07763002642. Please note, the phone may not always be switched on/manned, and we request you please arrange to leave a text message or voicemail if you are unable to speak directly with a member of the team.

Drop Offs and Access
Children are welcome to be dropped off at the service from 7.30am onwards. Please do not leave your child unattended in the school playground if you arrive earlier than 7.30am. Children should be brought directly to the gym hall and should access via the Emergency Door at the side of the building (to the left of the school reception area). This will be clearly signposted and you should knock and await entry by a member of our staff team.

Please do not attempt to access the Breakfast Club via the main school reception doors.

Fees for Breakfast Club
The fees for Breakfast Club are £7.00 per child per day with a 20% discount applied for siblings (£5.60 per session). An annual registration fee of £25.00 per child is payable at the time of registration (for families who are not already registered for after school care).

All families will be issued with a Breakfast Club fee payment invoice in advance of commencing. We request that all Breakfast Club fees are paid in full by the requested deadline date indicated on the invoice. Please note that failure to pay the correct fees by our deadline may result in us charging a Late Fee Surcharge of £25.00, as per our organisations procedures. Please be aware that continued failure to

meet our payment deadlines and/or failure to pay the correct amount may also result in us cancelling your childcare place. We may not accept any child into the Breakfast Club until any outstanding fees have been settled in full.

Fee payment calculations will be issued to all families in advance of childcare commencing and we require your first instalment prior to commencing. Subsequent fee payments should then be made on the 1st of each month, from month of commencement until 1st June of the following year.

We will offer a grace period of 7 days from our payment deadline, after which a late-fee surcharge of £25.00 will be levied, as per our fee payment terms and conditions. Please refer to the attached document for further details.

Our bank details for payment of Breakfast Club fees are:

Name: Skool Is Out
Account number: 86064187
Sort code: 09-01-51

We also accept payment via the government Tax Free Childcare Scheme or employer's Childcare Voucher Schemes. Please contact our office for further details.

Subsidised places for eligible families are also available upon referral from James Gillespie's Primary School.

Staffing
We will have a minimum of two staff on duty each day and our Breakfast Club operates to staff to child ratios of 1 to 10. All staff have undergone the relevant checks as per our organisation's policies and procedures, including PVG scheme membership and Scottish Social Services Council (SSSC) registration.

Outdoor Play
Outdoor play is a vital aspect of children's learning and development and, as such, outdoor play options will be offered to children daily at our Breakfast Club provision. Weather permitting the group will depart the hall for outdoor play from 8.15am each morning.

It is, therefore, important that children are supplied with appropriate outdoor clothing and footwear so they can play outside even in wet weather. Please ensure that you child has a suitable waterproof coat, warm clothing, and indoor and outdoor footwear. If your child is not supplied with adequate outdoor clothing then they may be unable 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.

Indoor Shoes
As per James Gillespie's Primary policy, indoor shoes should be provided for use in our Breakfast Club, as the club is located in the school gym hall. As such, we request you please arrange to provide a separate pair of indoor shoes for Breakfast Club use, and clearly label these with your child's name. Our staff and children do not have access to school classrooms meaning we are unable to use children's usual indoor school shoes. Breakfast Club indoor shoes can either be stored at the club or taken home with children in their school bags at the end of the session. We will request children change into their indoor shoes immediately upon arrival each morning.

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

If your child/ren requires any emergency medication please ensure the appropriate Care Plan is completed and medication provided, either to our staff or to the school (as applicable). Please also ensure we are notified of any dietary requirements on your child's Personal Plan.

Food Policy

We will provide a varied and nutritious breakfast daily, in line with the best practice guidelines: Healthy Eating in Schools Guidance 2020. This will include:

- Ensuring portions of fruit and/or vegetables are available daily;
- Cereals provided will have a sugar content of less than 15g per 100g, and where possible have a total sodium content that does not exceed 440mg per 100g, total salt content which does not exceed 1.1g per 100g and a total fibre content of at least 3g per 100g. Examples include Cornflakes, Weetabix, Rice Krispies, Bran Flakes etc.;
- Milk provided will be semi-skimmed;
- Fruit juice and/or smoothies are no longer permitted. Water and/or milk will be available to drink;
- Different breads will be offered over the course of the year to allow children the opportunity to taste and try different types. All breads offered will contain a fibre content of at least 3g per 100g;
- Spreads used will contain no more than 20g saturated fat per 100g. Suitable spreads include olive oil, sunflower, rapeseed, and soya-based options;
- No yoghurts, fromage frais or confectionery will be provided at our Breakfast Club. With regard to breakfast provision, confectionery is defined as cereal bars, processed fruit bars or chocolate in any form;
- Jam and/or honey and cheese may be offered as part of a balanced breakfast.

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

Infection Prevention and Control and further information

In line with updated baseline measures for infection prevention and control, all children and staff will be expected to practice good hand and respiratory hygiene and to wash their hands upon arrival at the club. Please note, infection prevention and control procedures will be reviewed in accordance with the relevant national and local guidance.

Skool Is Out staff will be undertaking enhanced cleaning measures in the Breakfast Club until further notice, including regular cleaning and disinfection of play spaces and resources.

Please ensure you refer to the most up-to-date Government guidance regarding any COVID-19 specific guidelines, as well as any school-specific procedures that remain in place.

Communication

The bulk of our communication will be undertaken remotely, either by email or telephone call. Please email the office if you have any questions or wish to discuss anything relating to the Breakfast Club and your message will be forwarded to the relevant individual.

You can also contact our Breakfast Club directly on 07763002642. Please note, this phone may not be switched on out-with club operation hours.

You are also welcome to speak with our Breakfast Club Manager or Senior staff at the club to raise any informal issues or ask any questions, as necessary.

How to apply for a place

(a) Enquire by emailing info@skoolisout.com to check availability. A waiting list may be in operation and places will be allocated to families on our waiting list as soon as they become available.
(b) If a space is available, please ensure you complete a Personal Plan/Registration Form for your child in advance of commencing.
(c) You will be notified by email of the offer of a place.
(d) 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:

(a) If your child/ren have left James Gillespie's Primary. The Breakfast Club is open to children who attend JGPS only.
(b) Continued instances of challenging or unmanageable behaviour (please refer to our Parent Contract Agreement for details).
(c) Sporadic use of the service if/when the place is required by another family.
(d) Failure to pay Breakfast Club fees by the above outlined deadline date or continued failure to pay the correct fees.

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 four weeks' notice (term-time) in writing.

Ad-hoc childcare

Where possible we will endeavour to offer one-off and ad-hoc bookings for our Breakfast Club. Please note, we will require advance notice of at least 24 hours for any ad-hoc booking, and bookings will only be accommodated subject to registered numbers and staff availability. The cost of ad-hoc sessions is £7.00 per child and payment also be required in advance of any ad-hoc booking before we will accept your child into the Breakfast Club.

Please be aware that we require a minimum of 24 hours' notice for any requests for ad-hoc childcare in order that the necessary details can be shared with the school and our registers updated accordingly.

Further Information

Any changes to our general terms and conditions will be communicated with all families at the earliest possible opportunity.

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 organisation's Parent Contract Agreement along with the registration documentation. Please ensure you read through this information clearly and sign off your agreement on your child/ren's Personal Plan/Registration Form, as this forms your contract with Skool Is Out.

We hope you have found the above information useful and look forward to welcoming your child/ren our Breakfast Club!

SKOOL IS OUT It's all about play.