



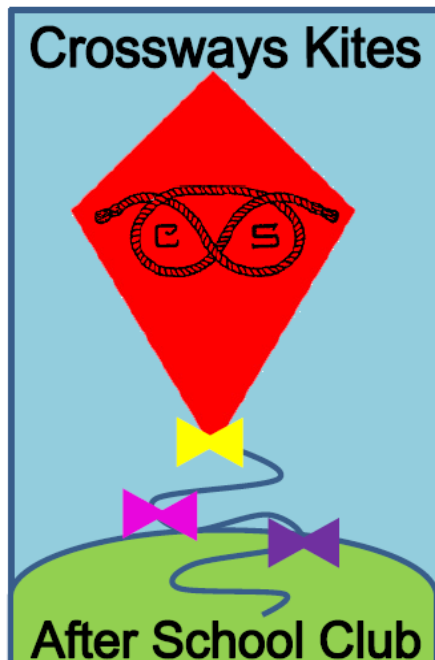
We are open every weekday during term time (excluding INSET days) from 3.30pm until 5.45pm. In the event of a Club closure (e.g. due to bad weather), parents will be informed as soon as possible.

All children will be escorted from both Infant and Junior Schools to the Club, in the blue Elliott building behind the Junior School.

Parents can park in the staff car park whilst picking children up from the club .

Your child **MUST** be signed out on the daily register by an adult. The door will be locked from the inside to keep children secure, so please knock or ring the bell and wait for a member of staff.

If we reach our maximum numbers we will hold a waiting list. Spaces are allocated on a first come, first served basis.



**07934 248498**

[bcandkites@crossways.org.uk](mailto:bcandkites@crossways.org.uk)

<https://www.crosswaysschools.co.uk/breakfast-club/>

[Registered number 109049](#)

## Aims

We aim to provide:

- A calm and happy atmosphere where your child feels relaxed and safe.
- A nutritious snack, which will be prepared for your child.
- Fun activities and games to extend learning and encourage positive social skills.
- Opportunities to complete homework/Mathletics.

## Fees

The cost of the session is currently £8.75 until 5pm or £10.25 until 5.45pm, which includes snack and activities.

Payment is required in advance by cash, cheque, childcare vouchers or on-line bank transfer. Please make cheques payable to:

South Gloucestershire Council.

Please contact the Club Administrator if you want to pay by childcare voucher or bank transfer.

A one-off £10 registration charge is applied to new families for Breakfast Club and/or Crossways Kites.

## Valuables

We cannot accept responsibility for any valuables or possessions brought to the club.



## Notices

Information to be passed on to parents will be put on the Crossways Kites notice board and at the top of your 'Account' page on the on-line bookings system.

## Staff

The club will be run by staff from The Crossways Schools.

Club Supervisor – Mrs Kirsty Nelmes

Club Administrator - Mrs Catherine Nicholson

## Activities

After snack time, children will be entertained with a variety of activities such as sports, gardening, board games, construction, art, craft and reading. Should children wish to complete homework, space and opportunity will be provided.



## Food

We offer a varied menu including toast, pasta, soup, salads and yoghurt. Fresh fruit and vegetables are offered at each session. Drinking water is available throughout the session. The menu is adjusted seasonally.

## Bookings/Absence/Cancellation

If you require an urgent booking, i.e. within 48 hours of the session, please contact the Club Administrator, Mrs Nicholson, using the club contact details given overleaf.

Bookings can be made 8 rolling weeks in advance on the Crossways Breakfast Club and Crossways Kites booking system, accessible via the schools' website (overleaf). If you do not have access to the internet, please contact the Infant School office or the Club Administrator. General enquiries or queries should be made via email or phone to the Club Administrator and not through the school offices.

The Crossways Kites' phone will be checked for messages before each session. If your child is unable to attend due to illness or other circumstances, please phone the number listed overleaf and leave a message with your child's name and reason for absence. In the event of an unexpected delay, please contact Crossways Kites A.S.A.P. so that provision can be made for your child. Late pickups will incur a charge.

The club requires 48 hours' notice of cancellation or the session will incur a charge.

Unfortunately we will not be able to pass absence information on to the schools, so you MUST also phone the school number below to inform them of your child's absence.

Crossways Infants School: 01454 867280

Crossways Junior School: 01454 866566

If you need to contact us about any issues, you can talk to a member of staff in the afternoon or leave a message on the club's phone and we will get back to you. If you need to contact us as a matter of urgency during the school day, contact the Infant School on the phone number above. The school office will not be manned after school hours.

## Medication



If your child has any medical issues, e.g. allergies, or special dietary requirements, e.g. religious/cultural, they must be detailed during the bookings system registration. If you do not have access to the internet, please ask at the Infant office for a club registration form.

If your child has a prescribed asthma inhaler or EpiPen, they will need to have a spare one at the club. This must be labelled with your child's name and handed in before they start at the club.

If an accident occurs, it will be documented in an accident log. Normal school procedures for notifying parents will be followed, e.g. a phone call for serious head injuries/accidents, texts for head bumps and accident notices in book bags for minor incidents.

## Behaviour

We expect the same high standards of behaviour from your child as is expected in school and we will follow The Crossways Schools behaviour policy. Children will contribute to and be made aware of the rules.

Respect for other children, adults and our resources is expected at all times.

Positive behaviour will be praised and encouraged.

Negative behaviour will be dealt with as follows:

- *Minor incidents:* time out to discuss behaviour with a member of staff and a reminder of the rules.
- *Serious or persistent incidents:* parents will be informed and we will work together to find solutions and monitor behaviour.
- *Extreme cases where the safety of other children/adults is affected or negative behaviour continues after discussions with parents:* the offer of a place at the club will be removed.

***The success of the club depends on the co-operation and sharing between all those involved. Please feel comfortable raising any issues with us and encourage your child(ren) to contribute their ideas on how to improve our club.***

**Thank you for your support.**