Robertson Public School

Breakfast Club Policy

**Rationale**

The school recognises the needs of families to access safe, secure, caring and stimulating childcare before school hours during the school year.

**Guidelines**

Robertson Public School will provide a service during the school year to parents who need a safe place before regular school supervision for their children currently enrolled at the school.

The Breakfast Club funds will be managed by the P&C treasurer. The organisation and operations of the club will be managed by the Principal and supported by community volunteers.

Volunteers are required to submit a Volunteer Declaration form.

The Breakfast Club will be a not for profit program. Proceeds paid will be used to provide the ongoing operations and breakfast foods.

**Implementation**

Breakfast Club will operate from 7:45am- 8:30am each school day.

A $5.00 fee is payable each morning a student attends Breakfast Club. This provides a breakfast of cereal, toast and juice. Students may sit and read in the breakfast club room after finishing their breakfast, until playground supervision commences.

At 8:30am students are supervised in the playground by teaching staff until school commences at 9:00am.

Payment for Breakfast Club must be paid on or before each and every day of attendance. This can be paid daily, weekly or by term and must be cash or cheque. No change can be given so the correct amount is required. These payments must be in an envelope with the student’s name and dates of attendance the payment is covering.

There is currently no need to make a booking, however, if the Breakfast Club grows in popularity, a system will be adopted for booking students in.

Where payments go into arrears for more than one week, students may be temporarily suspended from the Breakfast Club until payment is made.

A register for attendance will be completed each morning of students and volunteers.

Parents must sign their child/ren in of a morning by delivering them to the Breakfast Club room.

In the event of a serious injury or illness, the Principal( or supervising staff member) will firstly notify the appropriate emergency services( Ambulance etc), and then contact the child’s parent/s or emergency contact as listed on the consent form.

Parents must sign authority for the coordinator to seek reasonable medical treatment if they cannot be contacted, and parents will be responsible for payment of any expenses that arise as a result.

First aid will be accessible from the school office in the event of a minor injury/illness.

Conduct of staff and volunteers are expected to reflect the DEC Code of Conduct. Children are expected to reflect behavioural expectations as per the School Discipline policy during attendance at Breakfast Club with particular emphasis on:

* Showing respect at all times for staff and volunteers
* Speaking courteously
* Cooperating with instructions
* Staying in bounds
* Keeping hands and feet to self
* Caring for property of others and the school

In extreme circumstances, inappropriate behaviour may result in a child being temporarily or permanently excluded from Breakfast Club.

Steps will include:

1. Warning
2. If warned on 3 occasions during a term, parents will be notified of concerning behaviour.
3. If behaviour does not improve the student will miss one week of Breakfast Club.

4. If behaviour does not improve, the student will be excluded for the remainder of the term.

5. If behaviour is not improved after these steps, the student will be permanently excluded.

Each family utilising Breakfast Club will be required to complete a contract agreeing to follow the guidelines set out in regard to payments and student behaviour.

**Evaluation**

The Breakfast Club will be evaluated by the Principal and P&C each year or as required by circumstances.