

Beams of Light – Breakfast Club Policy

1. Our Aims

At Beams of Light, we believe in helping children build a strong foundation for their future. A healthy breakfast is essential for children's wellbeing, focus, and readiness for learning. Our Breakfast Club provides a safe, welcoming, and inclusive environment where children can enjoy a nutritious breakfast and begin their day calmly and positively. We welcome all children regardless of racial, religious, or cultural background, language, gender, or additional needs.

2. Opening Times

Monday to Friday:

7:50am – 8:50am

3. Registration and Safety

- Beams of Light Breakfast Club is registered with Ofsted and operates in accordance with relevant statutory requirements.
- Beams of Light is fully insured
- Children are supervised at all times
- Safeguarding and child safety are our highest priorities

4. Booking Requirements

- We strongly encourage parents to book Breakfast Club sessions at least **24 hours in advance** to ensure appropriate staffing ratios can be met.
- The booking system remains open **until 7:30am** on the morning of the session to support families where possible.
- Children who arrive at Breakfast Club without a prior booking will only be considered for admission on the day if places are available and statutory staff-to-child ratios can be maintained. Places for unbooked children cannot be guaranteed and are subject to availability, staffing levels, and the safe and effective operation of the provision at that time. Where the club is fully booked, unfortunately unbooked children cannot be accommodated. Parents and carers are strongly advised to book in advance via the online booking system (Pembée), which clearly shows availability and any waiting lists. Booking ahead helps prevent disappointment and ensures children are not turned away on arrival due to the club reaching capacity.

5. Drop-Off Arrangements

- **7:50am – 7:55am:**
 - Drop-off at **Openview Gate**
- **7:55am – 8:15am:**
 - Please ring the centre number on **07434 765 522**
 - A member of the Beams of Light team will collect your child from the gate

Please note We kindly ask parents to drop children between 7:50am – 7:55am to help ensure a calm, organised start to the session and allow staff to welcome and settle all children together.

Children must arrive by 8:15am to attend Breakfast Club. Unfortunately, children arriving after this time will not be accepted, as late arrivals can disrupt the smooth running of the service. These arrangements help us to provide a calm, structured morning routine and ensure all children have a positive and settled start to their day.

6. Breakfast Provided

A healthy breakfast is provided daily, including a variety of cereals, toast with a selection of spreads, and fresh fruit. We cater for children's dietary requirements and allergies where this information has been provided by parents/carers and recorded on the child's registration form.

7. Activities

After breakfast, children can take part in a variety of calm, age-appropriate activities in a relaxed and supportive environment.

8. Transition to School

- Children will be safely escorted or dismissed to their classrooms at the end of the session
- **Early Years, Year 1 and Year 2** children are escorted to their classrooms at 8.50am
- **Year 3 and above** children make their own way to class at the designated time at 8.55am

9. Extra-Curricular Clubs

If your child is booked into Breakfast Club but is also due to attend an extra-curricular club:

- Beams of Light must be informed in advance
- If a child has been dropped off for Breakfast Club, they are expected to attend Breakfast Club
- Staff will always contact parents/guardians before allowing a child to attend an alternative club, changes cannot be made without parental confirmation
- This ensures safeguarding and that parents/guardians are always aware of where their child is.

10. Contact Information

If you have any questions or require support with bookings, please contact us on:

Beatrix Potter Centre Phone - 07434 765 522

Email: admin@beams-of-light.com

This policy is reviewed regularly to ensure it continues to meet the needs of children and families attending Beams of Light Breakfast Club.

Policy Reviewed	Next Review Date
September 2026	September 2027