



## **Ladybird Playgroup Thriplow CIO – Breakfast Club Policy**

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

**This policy was updated in January 2026 and will be reviewed annually.**

### **Breakfast Club Policy**

#### **Statement of intent**

We want children to feel safe, stimulated, secure and comfortable with both the environment and staff at Breakfast Club. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting. We will work in partnership with Thriplow Primary School to ensure a safe, consistent, and planned transition from breakfast club into the school day.

#### **Aim**

We aim to provide a warm and welcoming Breakfast Club for both pupils who attend Thriplow Primary School as well as Ladybird Playgroup Thriplow CIO children from the age of 3. We will do what we can to ensure children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

#### **Procedure**

##### Opening times:

The Ladybird Playgroup Thriplow CIO Breakfast Club runs from 8.00 – 8.50am, Monday – Friday, term time only.

##### Numbers of children:

Sixteen children can be accommodated at any one time with two members of Playgroup staff present for each session (see Ladybird Playgroup Thriplow CIO Recruitment & Selection Policy for further information).

##### Booking a Place:

Bookings for Breakfast Club can be made by phoning: 01763 208055 between 8am and 3.30pm or emailing us at [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com), flexibility is provided where possible. Due to high numbers of children, it is not always possible to accommodate at short notice, so at least 24 hours notice is required.

Children that do not require breakfast can take advantage of our Early Bug Sessions which begin at 8.30 - 8.50 when school starts.

##### Cancelling a Place:



## **Ladybird Playgroup Thriplow CIO – Breakfast Club Policy**

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

Please phone 01763 208055 to advise us if your child is not attending or if there is a change to current arrangements. Out of courtesy we expect parents to inform us when their child will not be attending their regular session to allow for us to give the place to another child.

### Fees:

For current fees please see the website ([www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk))

- Users will be billed for the sessions they have used at the end of each month.
- Parents who wish to pay via employers' voucher schemes should contact our Administrator on [officeladybirdplaygroup@gmail.com](mailto:officeladybirdplaygroup@gmail.com).

### Breakfast:

Breakfast is provided at each session and options include; toast, a variety of healthy cereals, crumpets, bagels and fruit.

The Ladybird Playgroup Thriplow CIO staff work to agreed policies including but not limited to Health and Safety, Child Protection/Safeguarding, Food and Drink and Confidentiality, all of which can be accessed by parents either through the folder at the setting or on the Ladybird Playgroup Thriplow CIO website [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk).

For further information please contact Sharon McGinty, Playgroup Leader on 01763 208055 or [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com).

### Handover Procedure from Ladybird Breakfast Club to School

The following procedure will be followed to assist the handover from Ladybird Breakfast Club to Thriplow Primary School. This procedure has been agreed with Thriplow Primary School:

- When a child arrives at Breakfast Club Ladybird, staff will add their name to the Breakfast Club Register.
- From 8am until handover, the children are the responsibility of Ladybird Breakfast Club.
- At 8.50am a member of Thriplow School staff will open the door of the school and the door leading into the classroom next to Ladybird.
- At 8.50am a member of staff from Ladybirds will take the breakfast club children to the door of the school and the classroom next to Ladybird so they can enter.
- Any relevant information recorded on the Breakfast Club Incident/Accident Form or the Key Information Form will be shared with school staff (please see Appendix A).



## Ladybird Playgroup Thriplow CIO – Breakfast Club Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

|   |  |
|---|--|
| This policy and procedure was adopted between Ladybird Playgroup Thriplow CIO and Thriplow Primary School |  |
| Held on (date)  |  |
| Signed on behalf of the Ladybird Playgroup Committee  |  |
| Role of signatory (e.g. chairperson etc.)   |  |
| Signed by Playgroup Leader/Deputy   |  |
| Name of Playgroup Leader/Deputy   |  |
| Signed by Thriplow C of E School Head Teacher   |  |
| Name of Thriplow C of E School Head Teacher   |  |

- Any Safeguarding issues are written down and then shared with the safeguarding lead at the school.
- Once this handover has happened the children become the responsibility of Thriplow Primary School and commence their school day.
- Particular attention and support will be given to new reception class children or those new to the Breakfast club and/or Thriplow School routine.



## Ladybird Playgroup Thriplow CIO – Breakfast Club Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

### Appendix A

#### Breakfast Club Incident/Key Information Form

|  |  |
|--|--|
| <b>Date</b>                            |  |
| <b>Member of staff completing form</b> |  |
| <b>Signature</b>                       |  |

| <b>Child</b> | <b>Incident/Key Information to be Shared</b> |
|--------------|--|
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |
|              |  |