

Arrival Of Children Procedure

(Breakfast Club)

The Jimmy Grimboll's Breakfast Club will open no sooner than 7:45am and will be held in the junior department (Snack Room) until 9.00am. Entrance to the Breakfast Club is via the junior entrance. Children must arrive with an adult. The adult must ensure their child has entered the activity room and must:

- Inform a member of staff.
- Sign the register to say their child is present for that session.
- Record the time of arrival.

A member of staff will check the register for children present. At 8:50am junior children will be signed out of Breakfast club via the register and the time of departure will be recorded. They will then be taken onto the school playground to join other school children. However, the infant children will remain in school and then at 9:00am they will be signed out of breakfast club, with time of departure recorded, and will be taken to their classrooms.