

Sunrise Club Policy



| Reviewed/Updated | Date |
|-------------------------|-------------|
| Updated | August 2025 |
| Review | August 2026 |

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| <u>Signed:</u> | <u>Signed:</u> |
| Chair of Board of Governors | Principal |

Aims

- To provide an affordable, early drop-off childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide children with a nutritious breakfast at the start of the day in a calm and relaxed environment.
- To provide a range of structured play activities, enabling children to engage and learn with children from other year groups.

Organisation

- Sunrise Club is open from 8.00am-8.45am and takes place in the school hall.
- The club is available for pupils from Year 1 to Year 7.
- Each child's details, medical conditions, allergies, parent contact details and additional emergency contact information are kept in the Sunrise Club file.
- Bookings should be made and paid for by midnight on Sunday for the week ahead.
- Children are registered with Sunrise Club staff by their parent/carer as they arrive and the register is kept with the Sunrise Club file.
- Year 1-3 children will be escorted to their classrooms by Sunrise Club staff at 8.45am, while Year 4-7 children will make their way to their classrooms.

Staffing

- Staffing follows the ratio of 1:15.
- Staff are on site from 7.45am to set up, ready to open at 8.00am.

Safeguarding & Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Sunrise Club, either in a paid or voluntary capacity will have current AccessNI clearance.
- Sunrise Club staff follow existing school policies and procedures for safeguarding and child protection.

Catering

- At least one Sunrise Club staff member will have Basic Food Hygiene Certification.
- Children will be provided with a nutritious breakfast including toast, cereal, milk and a drink.
- Breakfast will be served to pupils who arrive by 8.20am.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the school hall in an orderly way via the closest exit.
- Staff and children will congregate in the school playground.

- The Sunrise Club register will be taken outside by the staff and all names checked.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children to Sunrise Club.
- Should Sunrise Club staff need to communicate with parents following a Sunrise Club session, this will be done by liaising with the child's class teacher.

Medication

- Allergies and other medical information will be collected via pupil registration forms and these will be kept in the Sunrise Club file.
- All other medication administered will follow the existing school policy.
- Children who require inhalers will have inhalers stored within their classroom. This medication will be brought to Sunrise Club and then returned to the classroom at 8.45am.
- Children with epi-pens will have epi-pens stored within their classroom. This medication will be brought to Sunrise Club and then returned to the classroom at 8.45am.

Behaviour

- Sunrise Club will follow our whole school behaviour management plan focussing on positive behaviour management strategies in order to promote children's welfare and enjoyment.
- In the event of negative behaviour occurring staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the club.

Cancellation

- Cancellation will be kept to a minimum but may be due to school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
- In the event of closure parents/carers will be contacted via email as early as possible.

Refunds

- Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend unless they are absent from school due to illness.
- However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Complaints

- All complaints will follow the school's complaints policy.



Sunrise Club Registration Form

Name: _____

Class: _____

Parent/s Emergency Contact Information:

1.

Name: _____

Contact Number: _____

2.

Name: _____

Contact Number: _____

Allergies:

Medical Conditions/ Medication:
