



A.B.C.

Policies and Procedures

Breakfast Club Aims

Abbeymead Breakfast Club (ABC) will give support to families by providing an early morning childcare facility and optional breakfast, starting at 7:55am to 8:25am. We shall offer children the opportunity of having a healthy breakfast at the start of the school day in a safe and friendly environment.

Policies and Procedures

1. ABC will be run by Abbeymead Primary School in the main hall.
2. Entrance to ABC will be through the hall door on the KS1 playground.
3. ABC will provide a healthy breakfast and calm activities to assist learning e.g. spellings, reading, drawing and Cool Maths. Children will not be allowed to leave the club to play outside.
4. Staff will be responsible for the care and management of children, treating them with respect at all times.
5. ABC will comply with environmental health food safety standards.
6. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
7. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
8. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
9. ABC will operate for children attending Abbeymead Primary School only. Membership of the club is available to children when they start in EYFS through to Year 6.
10. A charge of £1.80 per day covers the cost of care, however, this may be subject to change.
11. A charge of 60p per day will cover the cost of a healthy choice breakfast eg. toast, crumpets, cereals, a drink and fruit, this may be subject to change.
12. Parents will be given one month's notice of any increase in fees. Parents must give at least 2 weeks' notice if the club is no longer required.
13. All fees must be paid in advance by Parent Pay or cheque made out to "Abbeymead Primary School". Please contact the office if you wish to pay by our preferred method of payment Parent Pay. The school reserves the right to exclude a child if fees are not paid.
14. Breakfast will be served until 8.15am.
15. At the start of school KS2 children will be released into the school via the internal door from the hall, KS1 children will be taken to their classroom by an assistant.
16. Parents are asked to show agreement with these Policies and Procedures by signing and returning the Agreement on pages 1 and 2.
17. Parents are asked to keep ABC and school informed of any change of emergency contacts, by amending the signed Agreement or completing a new form as applicable.
18. Parents MUST NOT park in the Staff Car Park and are required to bring their children to ABC and safely hand over their child to the assistant at the hall door.
19. In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned, then the matter should be taken to the School Business Manager.