



TREETOPS WRAPAROUND CARE
Breakfast Club Terms and Conditions
Contact Telephone No: 07508 676246

BOOKINGS AND PAYMENT **MUST** BE MADE IN ADVANCE

Please book and pay for Treetops Club via Arbor. We do accept Childcare Vouchers and Tax Free Childcare payments. Please apply for the vouchers as soon as possible to enable you to book ahead. You must be in credit to book the sessions required and you will not be able to book sessions if your account is in arrears.

We are happy to accept bookings for whole weeks, months or terms.

Session: 7.45am – 8.40am
Cost: £5.50

Booking: Booking and payment should be made in advance, booking closes 3 hours before each session.

Cancellations: Any sessions which are no longer required must be notified to the school office as soon as possible (preferably by email). Sessions must be cancelled by 3:30pm the school day before the booking in order to receive a refund.

Location: Treetops is located in the first door in Early Years wing. Access is via the Treetops entrance gate and the first door to the left. When dropping your child off you must fill in the time and sign the register.

Behaviour: It is expected your child will behave in the Treetops Club. The Supervisor will advise you of any concerns relating to your child's behaviour.

Child Protection concerns will be reported to the Headteacher (Designated Safeguarding Lead).

Medical: Any medical needs that you have informed the school about will be passed on to the After School Club Supervisor. Inhalers normally kept in school will be available at all times.

Snacks: Your child will be offered breakfast of either cereal or toast.

Supervisor: The Treetops Club Supervisor will have completed a DBS check and will hold relevant qualifications. The supervisor will hold a first aid certificate.

Parking: The car park will be open from 7.45am until 8.30am and you are welcome to use the car park until this time for dropping off purposes. ***After 8.30am, you will be required to park outside of the school grounds.***

By using the Treetops Club you are agreeing to the terms and conditions above.



TREETOPS WRAPAROUND CARE

After School Club Terms and Conditions

Contact Telephone No: 07508 676246

BOOKINGS AND PAYMENT **MUST** BE MADE IN ADVANCE

Please book and pay for Treetops Club via Arbor. We do accept Childcare Vouchers and Tax Free Childcare payments. Please apply for the vouchers as soon as possible to enable you to book ahead. You must be in credit to book the sessions required and you will not be able to book sessions if your account is in arrears. We are happy to accept bookings for whole weeks, months or terms.

Sessions	Times	Cost
Full session:	3.20 – 5.20pm	£7.00
Extended Session:	3.20 – 6 .00pm	£8.00 (Monday-Thursday only)

Booking: Booking and payment should be made in advance, booking closes 3 hours before each session. Parents will be contacted if they have not booked in advance, if there are no spaces in after school club they will be expected to collect their children.

Sessions: If your child is collected after 5.20pm you will be charged for the extended session. ***Please note 6pm is the time the Treetops Club Supervisor locks up – please collect your child by 6pm. If you collect your child after 6pm an additional charge of £15.00 will be made to cover the cost of staff remaining on site.***

Cancellations: Any sessions which are no longer required must be notified to the school office as soon as possible (preferably by email). Sessions must be cancelled by 10am on the day of the booking in order to receive a refund.

Location: Treetops is located in the first door in Early Years wing. Access is via the Treetops entrance gate and the first door to the left. When dropping your child off you must fill in the time and sign the register.
At 3.20pm children will be taken from their Classroom to Treetops by a member of staff.

Behaviour: It is expected your child will behave in the Treetops Club. The supervisor will advise you of any concerns relating to your child's behaviour.
Child Protection concerns will be reported to the Headteacher (Designated Safeguarding Lead).

Snacks: Your child will receive biscuits and a drink of squash, water or milk. If your child is staying beyond 4.20pm please provide your own pack lunch for your child, bring to school in a named lunch bag and make the teacher aware that this is for Treetops Club. Unfortunately, we do not have the facilities to heat any food up.

Medical: Any medical needs that you have informed the school about will be passed on to the After School Club Supervisor. Inhalers normally kept in school will be available at all times.

Password: Children will ONLY be released to a parent or nominated person. If you have provided the school with a password then this will be used at Treetops After School Club when collecting your child.

Supervisor: The Treetops Club Supervisor will have completed a DBS check and will hold relevant qualifications. The Supervisor will hold a first aid certificate.

By using the Treetops Club you are agreeing to the terms and conditions above.