



## TREE TOPS BREAKFAST AND AFTER SCHOOL CLUB

### TERMS AND CONDITIONS

Child/ren's Name (s)	
Parent/Carer's Name (s)	

1. I consent to my child attending Tree Tops and understand that Wickham Common manage this club in accordance with policies in place within the school including Behaviour, Safeguarding, Equalities and Complaints.
2. I understand that Tree Tops is a wraparound care service and that Wickham Common will be responsible for my child/ren whilst in attendance.
3. I understand that I need to complete the [registration forms](#) prior to my child/ren attending Tree Tops.

#### **Daily Procedures**

##### Breakfast £7.50

Children can arrive at any time from 7.30am. Entry is via the entrance located in the school car park accessed via the pathway to foundation stage playground. Please press the Tree Tops bell located by the entrance and a member of staff will come to meet your child and you must sign your child in. **For the safety of your child, it is imperative that this procedure is adhered to.** Breakfast is served from 7.30am to 8.25am. Children will be given a choice of foods including a range of healthy cereals, toast with various spreads, fruit and a choice of drinks. We expect that all children attending will need a breakfast provided by the club.

##### After School £17.50

On arrival children will be given a snack, followed by a light supper at around 4.45pm. The cost of the meal is included in the price of the club.

When collecting your child from the After School Club please ring the Tree Tops bell located by the side entrance in the staff car park, a member of staff will meet you. When collecting your child please allow time for them to come to you since they may be in another part of the school. If you do not get a response within a few minutes, please call the mobile number shown overleaf. **All children must be collected by 6.15pm and signed out when they are collected.**

#### **Finance and Booking**

1. I understand that I am responsible for booking my child's sessions online on Arbor.
2. I agree to pay for all sessions and am aware that these must be booked 2 days in advance.
3. Childcare vouchers are accepted (the school's DfE number is 3052012 and our Ofsted Number is 142301). Please advise the school of your voucher provider so we can register the details on Arbor.
4. All booked places are chargeable and non-refundable. Two days' notice must be given if a place is no longer required.

5. For the health and safety of the children at Tree Tops we need to know in advance the names and total number of children the club is expecting each day. **Children MUST NOT be dropped off in the mornings if they are not booked in.**
6. Tree Tops aims to be accessible to all children and families but is dependent on staffing and places available, however, occasionally it may be necessary to operate a waiting list system. The waiting list will be operative on a first come first served basis, except for siblings who will be given priority for the same days as a sibling. We therefore advise to book as early as possible to avoid disappointment. Admission is approved on acceptance of these terms and conditions and completion of the registration form.
7. Tree Tops reserves the right to refuse admission to this club or to revoke membership at our discretion.
8. Tree Tops sessions end promptly at 6.15pm. Late fees will apply at the rate of £10 for every 15 minutes for each child, or part thereof after 6.15pm. Parents will be invoiced for any late fees charged.

### General

1. If a child is not collected by 6.30pm and the staff have not been contacted to explain extenuating circumstances which have caused the delay and staff are unable to reach you or any other emergency contact the staff will follow the school's procedures and contact Social Services.
2. I have read the school's Behaviour Policy (available on the school website) and understand that Tree Tops will follow this policy. Children are expected to follow the Golden Rules and behave respectfully to staff and other children. I understand that if the staff have any concern regarding my child/ren's behaviour they will notify me as soon as is practicably possible.
3. I will ensure my child's Arbor account is up to date with information which may be significant in caring for my child eg. Allergies, medical needs, behavioural conditions or specific care plans.
4. In line with the school policy Tree Tops cannot accept responsibility for valuables.
5. Please ensure that your child does not attend if they are unwell in line with the school's sickness policy. **No refunds can be given in these circumstances.**
6. The school reserves the right to withdraw a place for a child if their account is not paid when due or if the child is persistently collected after 6.15pm.
7. If your child attends an after-school club before they attend Tree Tops, please notify both Tree Tops and the club leader. A whole session must still be paid for.
8. If for any reason, there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website for further information.
9. Information held by Tree Tops regarding my child will be treated as confidential. However, in certain circumstances, for example, if there are child protection concerns, I understand that the Safeguarding Leader for the school has a legal duty to pass certain information on to external agencies including local authority designated officer for safeguarding and social care, in line with the school's Child Protection/Safeguarding Policy.
10. In an emergency, Tree Tops can be contacted during operational hours (7.15am – 8.40am and 4.30-6.15pm) on **tel: 07435156799**. During office hours (8.40 – 4.30pm) please contact the school office or email [treetops@wickhamcommon.mslt.org.uk](mailto:treetops@wickhamcommon.mslt.org.uk)

I confirm that I have read and accept the conditions above and understand that should my account fall into arrears my child will not be able to attend, and I will have to make alternative childcare arrangements.

By completing the [registration form](#) for your child/children to attend Tree Tops you are agreeing and accepting these terms and conditions.