



**Breakfast and After School Club Policy  
Including terms and conditions**

**Implementation Date – September 2021  
(Revised January 2022)**

**Review Date – September 2023**

## Introduction

The Treehouse Breakfast and After School Club is run by Whitchurch CE Infant & Nursery Academy and its staff and aimed at providing high quality, affordable wrap around care for working parents whose children attend both Whitchurch CE Infant & Nursery Academy and / or Whitchurch CE Junior Academy. It is an extended school activity designed to allow children to be in school before the school day begins and after it finishes, Monday to Friday, during term time.

Children are offered a choice of food and drink at both breakfast time and after school.

All children are encouraged to be independent and to make decisions for themselves about their choice of food, drink and informal activity. We also encourage the children to develop social skills through play together as a whole group or and in small group table top activities.

## Terms and Conditions

- A copy of the costing can be found in Appendix A.
- All parents must complete a registration form for each child attending The Treehouse and sign an agreement to adhere to the terms of this policy
- A booking is deemed to have been accepted when the completed and signed application form has been submitted and the required places confirmed by the Infant Academy. This will be taken as a permanent booking until two weeks' notice has been given. The booking form should provide three named contacts that would be able to collect your child. In all cases, acceptance of places will be subject to availability.
- Extra dates booked will be allocated subject to availability and invoiced at the end of that month. We will not swap these extra dates against a permanent booking.
- In the event of days being fully booked at The Treehouse a waiting list is in operation. The following criteria will be applied:
  1. Parents who already have a sibling attending The Treehouse will be given first choice of available space.
  2. Parents who require regular morning/afternoon sessions each week.
- The Academy reserves the right to decline an application or to withdraw places
  - where payments are in arrears
  - in the event of persistent late pick-ups.
  - in the event of repeated or inappropriate behaviour

- If The Treehouse is unable to meet the needs of a child, then the Academy has the right to review the place allocated.

## **Organisation**

### **Breakfast Club**

- The Treehouse is open from 7.45am until 8:50am (7:30am bookings can be made for an additional £2 charge) operating from the Infant Academy premises.
- Parents are required to bring their child directly to The Treehouse, hand them over to a member of staff and sign them in. Parents should enter The Treehouse through the side door of the next to the nursery entrance. (NB not the main school entrance).
- At 8.50am Infant children are taken directly to their classroom and handed over to their teacher and Junior children are escorted to the Junior Academy by Treehouse / Academy staff.
- The child's details, relevant medical conditions, allergies, parents contact number and two additional emergency contact details are kept in the register and on the individual Academy Management Information System.
- It is the responsibility of the parents to ensure that the Infant Academy office is informed of contact changes.
- Parents must inform the Treehouse staff if their child is absent from school or will not be attending.

### **After School Club**

- The Treehouse is open from 3.05pm until 6:00pm.
- All children will be collected from their classroom area by a staff member and escorted to The Treehouse where the children will be registered. Junior children will be escorted to the Infant Academy by two staff members.
- The child's details, relevant medical conditions, allergies, parents contact number and two additional emergency contact details are kept in the register and on the individual Academy Management Information System.
- It is the responsibility of the parents to ensure that the Infant Academy office is informed of contact changes.
- Any changes to pick up arrangements must be made in advance by phone or via email / in writing during school office hours (Infant School office 8.30-3:30pm [admin@whitchurchinf.co.uk](mailto:admin@whitchurchinf.co.uk)) or The Treehouse and must be made by an adult authorised on the booking form. (This is to ensure legal safeguarding requirements are met).

- Parents must inform the Treehouse staff if their child is absent from school or will not be attending the booked session(s).
- A member of staff will need to be informed when every child is collected and parents / authorised adult must sign their child out.

**In case of fire the Academy fire evacuation procedures will be followed, the register will be taken out of the building by a staff member and taken with the children to the Academy evacuation meeting point.**

### **First Aid**

- All accidents will be recorded in The Treehouse accident book, accurately reported to the parent/carer upon collection and signed by a member of the Treehouse staff.
- Accident recording and reporting will be in line with Academy's First Aid Policy.
- There will always be at least one qualified first aider present.

### **Behaviour**

- Children attending The Treehouse are expected to behave according to the expectations set out in the Federation Behaviour Policy.
- If there are concerns with behaviour, then parents will be contacted.
- If any disruptive, rude or dangerous behaviour continues The Treehouse / Academy has the right to exclude the child from the provision. This will be discussed with the parent beforehand and is only in exceptional circumstances.

### **Uncollected children**

- Where a child has not been collected by 6.30pm and attempts to contact the parent or nominated carer have failed, the Academy will implement Safeguarding Procedures. At this point the Treehouse staff will contact the Police and report the non-collection to the Duty Social Services contact.
- An additional charge will be made in the event of late pick-ups from After School sessions. Late pick-ups will be charged at £5 per quarter hour or part thereof after 6pm, per child

## **Staffing and Supervision**

- The children are adequately supervised at all times in accordance with recommended ratios. There will be a minimum of two staff members on duty at all times.
- All members of staff are DBS checked.
- Staff on duty will hold a current paediatric first aid certificate and at least one member of staff on duty have attended the food hygiene course.

## **Payment of fees**

- The parent completing The Treehouse registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- The Treehouse invoice represents fees for use of the club one month in advance and payment should be made as detailed on the invoice. Any invoice not paid within 7 days after the date shown on the invoice will be contacted by the Infant Academy Senior Administration and Finance Officer by telephone and will be subject to a £20 late payment fee.
- If no payment is received after a further week then a meeting will be arranged to recover the debt and the child's club place will be cancelled until payment is received.
- Payment can be made
  - On-line electronic banking payments – Academy bank details provided on invoices
  - using a childcare voucher scheme (agreed with the Senior Administration and Finance Officer in advance).
  - or in exceptional circumstances by cheque or cash. NB cash payments must be pre-arranged with the Senior Administration and Finance Officer.
  - Any parent wishing to use part of their free early education entitlement towards The Treehouse fees must discuss such arrangements with the Senior Administration and Finance Officer.

*Please note that the Academy will follow this procedure rigorously, as unpaid fees put a strain on the financing of the Treehouse, and therefore cannot be allowed to accumulate.*

## **Attendance**

- All requests for places at The Treehouse must be made via the Infant Academy office.
- We will try to be as flexible as possible to accommodate any working patterns of parents, however this can only be done on a routine basis.

We will not offer adhoc childcare as places are highly sought after. If you are unsure, please discuss this with the Infant Academy office.

- All places can only be given once the completed registration form has been submitted. You will receive written confirmation of the place and the day/times/dates of the given place.
- If a child does not attend The Treehouse for more than 5 booked sessions, then their place will no longer be held and parents/carers will need to re-apply for their place. The only exceptions to this would be absence that is planned or when there is sustained illness and the staff have been made aware.
- Places are payable even if the child has not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity or chooses to attend an Academy organised after school club activity as a place will remain available should the event be cancelled.
- Two weeks' cancellation notice is required to cancel a place at The Treehouse or to make changes to booked sessions (these can only be arranged subject to availability). Sessions not used during this duration will be chargeable. Once notice has been given sessions will be released and offered to children on the waiting list.

### **Policies**

The Treehouse is subject to the Federation and Academy policies and procedures. Copies of all our policies are available from the Infant Academy office on request or via the Federation website.

Appendix A



**Breakfast and Afterschool Club Charging**

**Breakfast Club from from 7:45am**

**£5.00** per session

*Drop Off from 7:30am for an additional £2 charge, by prior arrangement only*

**Afterschool Club**

**£10.00** per session