

Whitchurch CE Federation

Before and After School Club



Implemented

September 2026

Review date

Annually

1. Purpose

The Treehouse provides high-quality, safe and affordable wraparound care for children attending Whitchurch CE Infant & Nursery Academy and Whitchurch CE Junior Academy.

The provision supports working families and provides children with a welcoming environment where they can enjoy a range of activities, develop friendships and access healthy food and drink before and after school.

This policy should be read alongside the Federation's:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- First Aid Policy
- Health and Safety Policy
- Charging and Remissions Policy

2. Opening Times

Breakfast Club

- Open Monday to Friday during term time.
- 7:45am - 8:50am
- Early drop-off from 7:30am available by prior arrangement at an additional charge.

After School Club

- Open Monday to Friday during term time.
- 3:05pm - 6:00pm

3. Admissions and Bookings

- Places must be booked through the Infant Academy office.
- A completed registration form is required before attendance.
- Places are allocated subject to availability.
- Sibling priority may be given where places are limited.
- Two weeks' written notice is required to cancel a place.

4. Collection Arrangements

Children will only be released to authorised adults named on the registration form.

Any changes to collection arrangements must be communicated to the school or Treehouse staff before collection time by a parent or carer with parental responsibility.

All children must be signed out by the collecting adult.



5. Safeguarding

The Federation is committed to safeguarding and promoting the welfare of children.

The Treehouse operates in accordance with:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- The Federation's Child Protection and Safeguarding Policy

All staff are appropriately trained and DBS checked.

6. First Aid and Medical Needs

- At least one paediatric first aider will be present at all times.
- Accidents will be recorded using Medical Tracker and parents informed.
- Medical information must be kept up to date by parents and carers.

7. Behaviour

Children attending The Treehouse are expected to follow the standards outlined in the Federation Behaviour Policy.

Where concerns arise, staff will work with parents and carers to support positive behaviour.

In exceptional circumstances, and after discussion with parents, the Federation reserves the right to withdraw a place.

8. Late Collection and Uncollected Children

Parents and carers must collect children by 6:00pm.

Where a child is collected after 6:00pm and sufficient notice has not been given (extenuating circumstances may be considered by the principal), an additional charge will apply:

£5 per child for every 15 minutes, or part thereof, after 6:00pm.

For example:

- 6:01pm - 6:15pm = £5
- 6:16pm - 6:30pm = £10
- 6:31pm - 6:45pm = £15

If a child has not been collected and staff are unable to contact parents or emergency contacts, safeguarding procedures will be followed. This may include contacting Children's Services and/or the Police.



Persistent late collection may result in the withdrawal of a Treehouse place.

9. Staffing

- Minimum of two members of staff on duty at all times.
- Staffing ratios will meet relevant safeguarding and childcare requirements.
- All staff are DBS checked.
- Appropriate first aid and food hygiene training is maintained.

10. Fees and Payments

Breakfast Club

- £5.00 per session
- Additional £2.00 for 7:30am drop-off (by arrangement)
-

After School Club

- £10.00 per session
-

Parents are expected to pay via ParentPay.

Fees remain payable when a booked place is not used due to illness, holidays or attendance at another school activity.

A late payment charge of £20 per child may be applied where accounts remain unpaid for more than two weeks.

The Federation reserves the right to suspend places where fees remain outstanding.

11. Monitoring and Review

The Federation will review this policy annually to ensure compliance with safeguarding, childcare and DfE requirements.

The Principal reserves the right to amend procedures where necessary to maintain the safe and effective operation of the provision.

