Whitchurch CE Federation - Breakfast and After School Club Policy Including terms and conditions

Implemented	May 2025
Review date	May 2027

Introduction

The Treehouse Breakfast and After School Club is run by Whitchurch CE Federation and its staff. It is 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 on page 4. Costs will be reviewed annually and any changes will be notified at least a month in advance.
- 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 required places are confirmed by the Infant Academy through adding them to ParentPay. This will be taken as a permanent booking until two weeks' notice has been given. In all cases, acceptance of places will be subject to availability.
- A collection form must be completed and contain three named contacts that would be able to collect your child.
- Extra dates booked will be allocated subject to. 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.

Prices

The Treehouse Breakfast and After School Club Charges

Breakfast Club 7.45-8.50am **£5.00 per session per child**

Drop off from 7.30am is available but only by prior arrangement. There is an extra charge of £2.00 for this.

Afterschool Club 3.05-6.00pm **£10 per session per child**

Late collections will be charged at £5.00 per child per quarter hour (or part-thereof) after 6.00pm

Booking 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 via the side door to the hall.
- At 8.50am Infant children are taken directly to their classroom and handed over to their teacher
- At 8:30am the Junior children are escorted to the Junior Academy by Treehouse / Academy staff and taken to a classroom space until the start of the school day when they take themselves to their classes.
- 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 (via either Academy office) if their child is absent from school or will not be attending.
- Parents are NOT permitted to drive into and park in the school car park to drop children off in the mornings.

Booking Afterschool Club

- The Treehouse is open from 3.10pm 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 wiaadmin@sbmat.org) 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 (via either Academy office) 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.
- Use of the school car park for the collection of children is only permitted AFTER 4.15pm.

Fire

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 accident will be recorded via Medical Tracker. Parents will be informed by email.
* Accident recording and reporting will be in line with the 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 continuous 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 child, per quarter hour or part thereof after 6pm.

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. When booked sessions are added to ParentPay, an outstanding balance is generated. Parents are expected to pay for the sessions in advance of their child attending but certainly no more than one week afterwards. Parents that use childcare vouchers must arrange for payment to be made into the Academy bank account (details available from the Infant Academy office) from their voucher provider prior to the Admin team crediting the child's ParentPay Treehouse account. A late fee of £20 (per child) will be applied if arrears of more than a fortnight are incurred. 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. Cash payments are NOT accepted. 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. 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. 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.

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.