



Treehouse Breakfast and After School Club

Terms and Conditions including Covid 19 Arrangements [From September 2022]



In order to provide the best possible childcare at Hartford Infant and Preschool's **Treehouse Club** for **Breakfast and After School Care** it is necessary to have certain **Terms and Conditions**. These have been updated inline with the school's Risk Assessment for Covid 19.

We have endeavoured to keep these to a minimum and to ensure that they are fair to both parents/carers and the school.

In order to indicate that you are happy to accept these Terms and Conditions, please return a signed copy to the School Office along with your signed copy of the **Safeguarding Children** document and a completed **Registration Form** and **Booking Form**.

Hours

Breakfast Club

7.45am to 8.45am

Monday to Friday

Term time only

After School Club

3.15pm to 5.45pm

Monday to Friday

Term time only

There will be no Treehouse Club service provided on INSET days, Public Holidays or in school holidays.

Spaces

We are allowed a maximum number of 25 children in either Breakfast Club or After School Club.

Attendance

Our wrap-around care is to provide support for parents on a **regular** basis. **Parents wishing to use the facility must have signed the Terms and Conditions** and **Safeguarding Children** documents and completed a **Registration Form** and a **Booking Form**. A child's attendance needs to be booked for a minimum of **half a term** in advance. Your booking will last until the end of the half term. As per our cancellation policy (see below), you must give one months written notice to the School Office. **Please ensure that you inform the Treehouse Club via the school office in school time [contact 01480 398046] if your child will not be attending his/her regular session in advance.**

The provision is **not** an occasional drop-in facility. We will try and accommodate occasional extra sessions due to changes in work patterns or an emergency but these will be dealt with on a first come, first served basis and must not mean we exceed our agreed maximum number of children. Please complete a request form when necessary.

Please note that any sessions booked but not attended **must still be paid for**.

Bookings

Children already registered with the Treehouse Club:

At the end of each school year, new booking forms will be sent home along with the Terms and Conditions and Safeguarding forms for the children already attending the Treehouse Club for the next school year. These must be returned to the Treehouse Club or the School Office. Your booking will last until the **end** of each half term, unless we receive your one month's notice **in writing to the school office** c/o: Mrs Hayhoe, Finance Administrator at **finance@hartfordinfantschool.org**

New Starters:

Any new starters wishing to take up sessions *during* the school year must sign to agree to the **Terms and Conditions** and **Safeguarding Children** documents and complete a **Registration Form** and **Booking Form**. This booking will last until the **end** of each half term or to the date you inform us of **in writing to the school office** c/o: Mrs Hayhoe, Finance Administrator at **finance@hartfordinfantschool.org**.

Fees

Fees are **payable in arrears** on a **monthly basis** (or weekly basis by arrangement). Invoices will be sent out at the **end of each month**. Fees are reviewed annually and at least one month's notice will be given of any changes.

Breakfast Club

A session costs **£4.50**

After School Club

A session with collection before 5.00pm costs **£8.50**

A session with collection between 5.00pm-5.45pm costs **£11.00**

We **do** accept Childcare Vouchers. Please contact Mrs Hayhoe, Finance Administrator, in the School Office [finance@hartfordinfantschool.org]. to discuss.

Please note any sessions in addition to those agreed on the **Booking Form** will be charged in arrears on the next invoice.

Late Collection. If you collect your child/ren *after* 5.45pm, you will be charged £5.00 in 15 minute blocks. Please note 5 minutes will fall into one 15 minute session. Please inform the Treehouse Club if you are running late so that they can arrange appropriate staffing [**Tel: 07780 975947**].

Late Payment

If fees are **not** paid on time [date specified on the invoice usually 15 days] the school will notify parents in writing and request payment at the earliest opportunity. If payments run into arrears, and adequate attempts are not made to approach the school to come to an agreement, procedures will be put into place to claim these arrears and could result in a lost place in the Treehouse Club.

Cancellation

One month's notice **in writing to the school office** c/o Mrs Hayhoe, Finance Administrator **finance@hartfordinfantschool.org** is required to cancel a place, during which time **all** sessions are **fully** chargeable.

Emergency Closure

Occasionally it maybe necessary to close the Treehouse Club due to circumstances beyond our control. If this occurs, fees will be credited/refunded. This will include a local lockdown or Covid 19 outbreak.

Non-Refundable Events

The Governing Body regret that we will be unable to refund any charges incurred due to any event beyond the control of the Treehouse Club, which includes but is not limited to industrial dispute, strike action, fire, explosion, war, terrorism or any other cause beyond our reasonable control. known as a "force majeure" event. The Treehouse Club is not liable for any failure or delay under agreement.

Please note that the Treehouse Club, in the event of a teachers strike day, will be open as usual and you may make use of the booked sessions even if your child/ren is not able to attend their class on the affected day.

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Films and Photos

Within our wrap-around care we will occasionally show films rated U or PG. If you would **not** like your child to watch PG films please indicate on the **Registration Form**. We use photos within the Treehouse Club so please indicate on the **Registration Form** your permission for your child's photo to be used.

Tax Credit

For details of tax credit that could assist you with your childcare fees, please call the tax credit helpline on 0345 300 3900 [ext phone 0345 300 3909] or visit www.gov.uk/topic/benefits-credits/tax-credits

Behaviour

Adherence to Hartford Infant School's Behaviour Policy is required to ensure the safety and enjoyment of all attendees/participants. The policy is on the school website at www.hartfordinfantschool.org and is available from the School Office on request.

Collection by Others

When you first sign up with the Treehouse Club you will receive a **Registration Form**. We must have received this back prior to your space/sessions being confirmed. On this **Registration Form** you will need to provide the names of any adults who are allowed to collect your child/ren from the Treehouse Club. In the event that no-one on the list can collect your child/ren, you must inform the Treehouse Club with details of who will be collecting and give both that person and Treehouse Club a password. The person who collects must give the staff this password in order to allow us to release your child/ren. We can be contacted via the School Office **tel: 01480 398046** or the Treehouse Club Number: **07780 975947**.

Mobile Phones

We do **not** use personal mobile phones within school from 7.45am - 5.45pm. Please refrain from taking calls, texting, using social media or taking images of anything in school unless it is with prior arrangement with the Headteacher. Please support us with this to avoid any embarrassing conversations.

Policies and Procedures

The Treehouse Club policies and procedures are reviewed annually by the Hartford Infant School Governing Body. These policies and procedures are available to all parents on request.

Review

The Treehouse Club reserves the sole right to amend the **Terms and Conditions** at any time to comply with legislation or operating requirements. Parents/carers will be notified of any changes in writing and these will supersede all preceding Terms and Conditions. If you have any queries regarding bookings, availability, charges or payment, please contact Mrs Hayhoe, Finance Administrator, **tel: 01480 398046** or finance@hartfordinfantschool.org.

I have read and accept the above Terms and Conditions:

Parent/Carer Name (Please print)

Parent/Carer Signature **Date**

Child/ren's Name(s)