



## Treehouse Breakfast and After School Club

### Terms and Conditions including Covid 19 Arrangements [From September 2020]



In order to provide the best possible childcare at Hartford Infant School'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 8.50am

Monday to Friday

**Term time only.**

##### After School Club

3.10pm 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 Cooper the Finance Secretary at **[finance@hartfordinfantschool.org](mailto: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 Cooper the Finance Secretary at **[finance@hartfordinfantschool.org](mailto:finance@hartfordinfantschool.org)**.

### **Fees**

Fees are **payable in advance** on a **half termly basis** (or weekly basis by arrangement). Invoices will be given out at the **beginning of each half term**. 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 Cooper, Finance Secretary, in the School Office [[finance@hartfordinfantschool.org](mailto: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: 07776279267**].

### **Late Payment**

If fees are **not** paid on time [date specified on the invoice usually 30 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** Mrs Cooper, Finance Secretary **[finance@hartfordinfantschool.org](mailto:finance@hartfordinfantschool.org)** is required to cancel a place, during which time **all** sessions are **fully** chargeable.

### **Emergency Closure**

Occasionally it may be 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.

## **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](http://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](http://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: **07776279267**.

## **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 Cooper, Finance Secretary, **tel: 01480 398046** or [finance@hartfordinfantschool.org](mailto:finance@hartfordinfantschool.org).

**I have read and accept the above Terms and Conditions:**

**Parent/Carer Name (Please print)** .....

**Parent/Carer Signature** ..... **Date** .....