



TERMS AND CONDITIONS

SEPTEMBER 2019 – JULY 2020

Child/ren's Name (s)	
Parent/Carer's Name (s)	

1. I consent to my child attending Tree Tops and understand that Wickham Common manage this club in accordance with policies in place within the school including Behaviour, Safeguarding, Equalities and Complaints.
2. I understand that Tree Tops is a wrap around care service and that Wickham Common will be responsible for my child/ren whilst in attendance.
3. A registration form must be completed prior to your child/ren attending Tree Tops.

Daily Procedures

Breakfast

Children can arrive at any time from 7.30am. Entry is via the entrance located in the school car park accessed via the pathway to foundation stage playground. Breakfast is served from 7.30am to 8.25am. Children will be given a choice of foods including a range of healthy cereals, toast with various spreads, fruit and a choice of drinks. We expect that all children attending will need a breakfast provided by the club.

After School

On arrival children will be given a snack, followed by a light supper at around 4.45pm which will be prepared by Nourish Contract Catering. The cost of the meal is included in the price of the club. Examples of meals provided such as pizza, pasta dishes, burgers with salads and a variety of desserts and fruit.

When collecting your child from the After School Club please ring the Tree Tops bell located by the side entrance in the staff car park, a member of staff will meet you. When collecting your child please allow time for them to come to you since they may be in another part of the school. If you do not get a response within a few minutes, please call the mobile number shown below. **All children must be collected by 6.15pm**

Finance and Booking

1. Parents are responsible for booking their child's session by completing the Booking Form. Places can be booked termly in advance.
2. All sessions must be paid for in advance. Details of the payment system will be provided in due course.
3. Childcare vouchers are accepted (the school's DfE number is 3052012 and our Ofsted Number is 142301). Please advise the school of your voucher provider on the Booking Form.
4. All booked places are chargeable and non refundable. Two weeks' notice must be given if a place is no longer required. To book a place at short notice I understand that I need to telephone the school office between the hours of 8.40am and 2.30pm. A place cannot be guaranteed and depends on the availability of places. These sessions must be paid for within 72 hours of the child attending the session.

5. Tree Tops aims to be accessible to all children and families but is dependent on staffing and places available. Admission is approved on completion of the Registration Form and acceptance of these terms and conditions, but on occasion it may be necessary to operate a waiting list system. The waiting list will be operative on a first come first served basis, with the exception of siblings who will be given priority for the same days as a sibling. We therefore advise to book as early as possible to avoid disappointment.
6. Tree Tops reserves the right to refuse admission to this club or to revoke membership at our discretion.
7. Tree Tops sessions end promptly at 6.15pm. Late fees will apply at the rate of £10 for every 15 minutes for each child, or part thereof after 6.15pm. Parents will be invoiced for any late fees charged.

General

1. If a child is not collected by 6.30pm and the staff have not been contacted to explain extenuating circumstances which have caused the delay and staff are unable to reach you or any other emergency contact the staff will follow the schools procedures and contact Social Care.
2. I have read the school's Behaviour Policy (available on the school website) and understand that Tree Tops will follow this policy. Children are expected to follow the Golden Rules and behave respectfully to staff and other children. I understand that if the staff have any concern regarding my child/ren's behaviour they will notify me as soon as is practicably possible.
3. I will supply any additional information which may be significant in caring for my child eg. Allergies, behavioural conditions or specific care plans.
4. In line with the school policy Tree Tops cannot accept responsibility for valuables.
5. Please ensure that your child does not attend if they are unwell in line with the school's sickness policy. No refunds can be given in these circumstances.
6. The school reserves the right to withdraw a place for a child if their account is not paid when due or if the child is persistently collected after 6.15pm.
7. If your child attends an after school club and before they attend Tree Tops please notify both Tree Tops and the club leader.
8. If for any reason there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website or 'Open Check' for further information.
9. Information held by Tree Tops regarding my child will be treated as confidential. However in certain circumstances, for example, if there are child protection concerns I understand that the safeguarding lead for the school has a legal duty to pass certain information on to external agencies including local authority designated officer for safeguarding and social care, in line with the school's Child Protection/Safeguarding Policy.
10. In an emergency, Tree Tops can be contacted during operational hours (7.15am – 8.40am and 4.30-6.15pm) on tel: 07780 572314. During office hours (8.40 – 4.30pm) please contact the school office or email treetops@wickhamcommon.bromley.sch.uk.

I confirm that I have read and accept the conditions above and understand that should my account fall into arrears my child will not be able to attend and I will have to make alternative child care arrangements.

Signature Date

Name (in capital letters)