

## TREE TOPS BREAKFAST AND AFTER SCHOOL CLUB

### TERMS AND CONDITIONS

SEPTEMBER 2018

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

1. I consent to my child attending Tree Tops and understand that Oak Lodge 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 Oak Lodge 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 via the Acorn Hall doors accessed from the Infant playground. Breakfast is served from 7.45am to 8.15am. Children will be given a choice of foods including a range of healthy cereals, toast with various spreads and a choice of drinks. We expect that all children attending will need a breakfast provided by the club. If your child does not need breakfast could you please let the staff know when you drop them off.

##### After School

Children will be given a light supper at around 4.30pm and this will be prepared by Independent Catering, our regular lunchtime caterers. The cost of the meal is included in the price of the club. Examples of meals provided such as Pizza, Cottage Pie, Chicken Nuggets, Jacket Potato and Cheese.

When collecting your child from the After School Club please go to the Acorn Hall doors via the Infant playground. **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 at least a month in advance through SIMS Agora.
3. Childcare vouchers are accepted (the school's DfE number is 3052010 and our Ofsted Number is 142298). 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. If the school are able to fill your child's place a refund will be given for any remaining sessions for which payment has been received (excluding Childcare Vouchers).
5. To book a place at short notice I understand that I need to telephone the school office between the hours of 8.00am 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.

6. 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.
7. Tree Tops reserves the right to refuse admission to this club or to revoke membership in our sole discretion.
8. 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 receive an invoice 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 show good behaviour 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 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.
8. 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.
9. To contact Tree Tops email [treetops@oaklodge.bromley.sch.uk](mailto:treetops@oaklodge.bromley.sch.uk) or call 07763 781690

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) .....