

An Academy School
Part of



Headteacher: Mrs R Lee

Hartford Infant and Preschool & Hartford Junior School
Mayfield Crescent
Hartford
Huntingdon
Cambridgeshire
PE29 1UL
Tel: 01480 398046 / 01480 454695
Email: office@hartfordinfantschool.org/
office@hartfordjuniorschool.org
Website: www.hartfordinfantschool.org
www.hartfordjuniorschool.org

Treehouse Breakfast and After School Club

Terms and Conditions

[From September 2024]



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 in line 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**.

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**. We will then send a **unique code** for you to sign up to the **SCOPAY app** where you can book any required sessions for your child.

The provision is **not** an occasional drop-in facility. We will try and accommodate occasional extra sessions due to 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 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, we will send updated 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 before you will be able to book sessions on SCOPAY. Once the forms are returned to the school office you will have access to book sessions online for the next academic year.

New Starters:

Any new starters wishing to take up sessions either at the start of, or *during* the school year must sign to agree to the **Terms and Conditions** and **Safeguarding Children** documents and complete a **Registration Form**. We will then send a **unique code** for you to sign up to the **SCOPAY app** where you can book any required sessions for your child.

All sessions need to be booked by parents via the **SCOPAY app**, and be paid for at the time of booking. Sessions can be booked from 2 days in advance, so for example, on a Monday the earliest session you could book would be for a Wednesday.

We are not able to book sessions in school so you will need to ensure that you book your child in for the required sessions. If your child is not booked into Treehouse Club and they attend a session then you will be charged a **£10 administration fee** on top of the cost of the session, which will be added to your SCOPAY account.

Fees

Fees are **payable via the SCOPAY app at the time of booking**, unless you are using Government tax free childcare or childcare vouchers, then you will receive a monthly invoice which you will need to pay by bank transfer. Please speak to the school office if this applies to you. Fees are reviewed annually and at least one month's notice will be given of any changes.

Breakfast Club

A session costs **£5.00**

After School Club

A session with collection **before 5.00pm** costs **£9.00**

A session with collection **between 5.00pm-5.45pm** costs **£12.00**

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

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: **07435 838355**].

Late Payment - childcare voucher payments only

If payments are not made on a monthly basis 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.

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 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.

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 with the Treehouse Club for our scrapbook so please indicate on the Registration Form your permission for your child's photo to be included.

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 child being added onto SCOPAY. 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 School tel: 01480 398046.

Behaviour

Whilst children are attending Treehouse club, we expect them to:

- Adhere to Hartford Infant and Preschool's Behaviour Policy, found at <https://www.hartfordinfantschool.org/download.php/Behaviour%20Policy>
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Follow the Golden Rules.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

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 **telephone on 01480 398046** between 8.30am – 3.30pm, or the Treehouse Club telephone number **07435 838355** at other times.

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.

<p>I have read and accept the above Terms and Conditions:</p> <p>Parent/Carer Name (Please print)</p> <p>Parent/Carer Signature Date</p> <p>Child/ren's Name(s)</p>
--

