TREE HOUSE AFTER SCHOOL CLUB POLICY
(FOR PARENTS AND CARERS)

SEPTEMBER 2022
(REVIEW DATE: SEPTEMBER 2023)

TREE HOUSE AFTER SCHOOL CLUB

Manager: Mrs V Dolan

Sessions: Monday to Friday, Term Time only, 3.20pm – 6pm

Age Range: Nursery to Year 6

Cost: 1 hour session (pickup by 4.30pm) £5.50

(Late collection from 1 hour session will be charged at a full session)

Full session (pickup by 6pm) £12.00

Late collection charges after 6pm £5.50 per 15 minutes

Telephone: 0161 905 0790 during school hours
07803 378399 during after school club hours

E-mail: treehouse@ltpa.bright-futures.co.uk

OUR OFSTED REGISTRATION NUMBER IS 140877

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1. INTRODUCTION & AIMS

Lime Tree Primary Academy Tree House After School club was established in September 2016 to serve the school community (Nursery to Year 6) and to provide a secure and friendly out of school hours environment. Play and learning are at the heart of our ethos.

The key aims of the club are:

- To provide the highest possible standard of care in a secure, caring and supportive environment, where children feel comfortable and happy during the after school club sessions;
- To enable children to build positive relationships with peers and staff;
- To teach children new skills through games and outdoor activities;
- To create opportunities to support learning;
- To employ caring, qualified and supervisory staff.

2. BOOKING ARRANGEMENTS

Bookings for Tree House After-School club are made via the School Office by completing a booking form with the correct payment in advance via ParentPay / tax free childcare or childcare vouchers. Booking forms can also be returned via the dedicated e-mail account – treehouse@ltpa.bright-futures.co.uk

Booking forms are available on the school website, or can be obtained by contacting the school office.

Bookings can be made on an ongoing recurrent basis or on a half termly basis (and will be strictly first come first served). For recurrent bookings please state on the booking form which days of the week your child will attend Tree House After School Club and the school office will load these patterns onto ParentPay.

The **deadline for booking is 3pm on the last Wednesday of the current term (for sessions commencing the following half term** – this is to ensure that the after school club team can put the appropriate staffing levels in place to supervise children and maintain adult: child ratios. The 3pm Wednesday deadline also applies to any changes to bookings or cancellation of bookings.

Payment for after school club sessions is made via ParentPay, tax free childcare or by childcare vouchers (see "payment arrangements" below for further details). You do not have to pay for all half-termly sessions booked in advance, however payment must be made **2 weeks** in advance of a full weeks booked sessions.

The Tree House After School Club team will not be permitted to allow a child to attend who has not booked and paid for a place – this is to ensure compliance with adult: child ratios and other health and safety requirements. (Please also see "Emergency Care Arrangements" below).

Sessions missed, including those through illness, will be chargeable. Sessions cancelled during term time will be chargeable. The deadline for amending or

cancelling bookings for the following half term is by 3pm on the last Wednesday of the current half term.

3. PAYMENT ARRANGEMENTS

You can pay for sessions as follows:

a) **ParentPay**
You can pay for after school club with your credit/debit card through a secure online portal. A charge is recorded each session your child attends so you can manage your child's account effectively. You should maintain a credit balance on your child's account at all times. You will be provided with ParentPay activation information when your child enrols in school.

b) **Childcare Vouchers**
You can pay for the club using childcare vouchers. If you wish to pay using this method please contact the school office who can confirm whether we have an account set up with your childcare provider – if not we can set one up but will require reasonable notice for this. Vouchers payments are credited to your child's ParentPay account so you can manage the account effectively.

c) **Tax Free Childcare scheme**
You can pay for the club using the Government's tax free childcare scheme. For every £8 you add to your account the Government will add a further £2. Please visit www.gov.uk/get-tax-free-childcare for more details.

Wrap around care charges may not always be shown on Parentpay. It is the responsibility of the parent / carer to ensure that booked sessions are paid for in advance as per the policy.

Payment is to be made in full 2 weeks in advance for a full weeks booked session. Breaches of our payment policy and IF your account falls into arrears we will withdraw your child's / children's place. Your place(s) will then be offered to someone on the waiting list.

The pricing for sessions is as follows:

1 hour session (pickup by 4.30pm)	£5.50
Full session (pickup by 6pm)	£12.00

If a child attending the 1 hour session is collected later than 4.30pm and before 5pm, the full session price of £12 will be charged. Furthermore:

Collection after 5pm will be charged at £12.00 plus £5.50 for every 15 minutes late.

For full session bookings if a child is collected after the 6pm closing time, late pickup charges will be levied at £5.50 for every 15 minutes late.

These charges are to cover the overtime costs of staff who must wait with the child(ren).

The After School Club Manager reserves the right to refuse bookings for parents who consistently breach the final collection time.

4. COLLECTION ARRANGEMENTS

Children should be collected from the designated pick-up point either before 4.30pm or before 6pm by the nominated adult on the booking form.

The Tree House After School Club Manager/ safeguarding officer will contact parents if someone other than the designated adult arrives to collect the child, or if they suspect the adult is under the influence of drugs or alcohol.

Please contact staff on the designated mobile phone if you are going to be late collecting your child, or if there is a change in the collection arrangements.

5. EMERGENCY NON-NOTIFIED CARE ARRANGEMENTS

Children not booked into Tree House after school club that are not collected from class at the end of the school day will be sent to Tree House for emergency non-notified care at 3.30pm. To maintain the correct adult to child ratios an emergency additional member of Lime Tree staff will be organised. To cover this an automatic charge will be added to the child's Parentpay account as follows:

Child collected by 3.45pm - £5.50
Child collected by 4.30pm - £12.00

There will then be an additional charge of £5.50 for every 15 minutes after 4.30pm, eg. collection at 4.45pm - £17.50, collection at 5pm £23.00 etc).

6. SNACKS

Lime Tree Primary Academy is a 'Healthy School', therefore the club will be run in line with the "healthy lunchbox ideas" guidance set out on our website. Children are to bring their own healthy snack to Tree House in line with this, for example sandwiches, crackers, fruit, yoghurt etc. Children should not bring items such as fizzy drinks, chocolate bars or any foods that contain nuts. We will provide water for the children during the session.

7. BEHAVIOUR

Our aim is to create a fun learning environment where children are expected and encouraged to act kindly and considerately towards their peers and the staff. To achieve this the club has its own behaviour policy based on the Academy's behaviour policy.

Incidents of inappropriate behaviour at Tree House After School Club will be reported to the Head Of School and the Tree House After School Club Manager will speak to the parents/ carers of the child(ren) involved.

Tree House After School Club reserves the right to refuse bookings for children who persistently breach the behaviour policy.

8. ACTIVITIES

The Tree House After School Club staff will provide a range of carefully planned sport, cookery, craft and outdoor activities for the children to take part in, as well as relaxation and quiet time after a busy day at school. Play and learning are at the heart of our ethos. As well as planned activities, child-led play is also encouraged, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults.

9. STAFFING

Tree House After School Club is run by a team of experienced staff who are highly qualified in children's care, learning, development and play work. They and the Academy's management are all committed to attending training to help them to continually develop their skills and knowledge even further, benefitting the children in our care.

All staff are in possession of an Enhanced DBS certificate and conform to all of the Academy's employment requirements. All staff are suitably qualified in First Aid.

Appropriate adult: child staffing ratios will be maintained at all times. No children will ever be left to play unsupervised.

10. HEALTH & SAFETY/ RISK ASSESSMENTS

The club operates under the Academy Health & Safety Policy and appropriate risk assessments have been undertaken for all activities carried out within the club. Pupil registration forms, including allergies and emergency contact information are held by the After School Club Manager. Parents or carers will be contacted by phone immediately if there are any serious concerns.

In the event of a fire, Tree House After School club staff will escort pupils out of the designated area and vacate the building via the nearest fire exit, after which they will assemble in the nearest fire assembly point.