



WELCOME TO THE TREEHOUSE, Roxton C E Academy's Wrap Around Care service.

Our daily Breakfast and After School Clubs are run by experienced members of school staff, who offer a quiet and safe start to the day with healthy breakfast options in the morning and a fun and relaxed space after school where children can shake off their school day and be well cared for and entertained until they go home.

Breakfast Club opens at 7:30am where children can choose from a range of food options including toast, cereal, fruit and yoghurts. Food is served until 8.00am. Children who arrive after 8am will not be offered breakfast but can be booked in at a reduced rate, see below. The children will be supported to get ready for their day at school as well as enjoy a range of fun activities in The Treehouse and then be taken to join their class at 8.25am, the beginning of the school day.

Each session will be charged as follows when prebooked in a block-
Attendance from 7:30 - £5 if prebooked in a block.
Arrival after 8am - £3 if prebooked in a block. No breakfast will be served after 8am.

If you require regular Breakfast Club sessions, please book these using the table overleaf or via our online booking form.

Our After-School Club starts straight after the children finish for the school day and they will be collected from their classes by a member of staff and taken to The Treehouse. They will be offered a snack and then they can enjoy a range of activities including games, art and craft, outside play and stories. Support with homework can be offered if required but will not be mandatory.

We offer two pick-up times, 4:30pm or 5:30pm, we hope this allows for flexibility for parents but also stability and consistency for the children. Each session costs £5 per hour when prebooked in a block.

The children are provided with a nutritious snack as well as time to play. Those children staying after 4:45 will be offered a larger snack, usually toast, but this is not considered as a replacement to a meal.

If you require regular After School Club sessions, please book these using the table overleaf or via the online booking form.

Should you need to cancel any prebooked sessions, please note there is a 2 week notice period, sessions cancelled or unused within this period will still be charged. Please let Mrs Goymer know as soon as possible if you need to make a change to your prebooked sessions and we can discuss flexibility.

We are able to accommodate extra sessions on an ad-hoc basis. You can call the school office or contact Mrs Goymer on Class Dojos to book these as the need arises. These are booked at £7.50 for Breakfast Club or £10 for After School Club.

Terms and Conditions:

Attendance:

Children will be admitted to Breakfast Club and After School Club from 2 years, 9months of age until the day they leave the school. Wrap Around Care is offered each school day during the school term except for inset days.

It is the parent's responsibility to drop off their child at the agreed time at Breakfast Club and collect at the agreed time for After School Club. Should an issue arise please contact Mrs Goymer as soon as possible to discuss alternative arrangements. Late collection may incur a fee.

Children are collected for Breakfast club at 7:30 or 8am at the main school gates. Please do not ring the buzzer, it will not be answered before school opens. Please remain with your child until they are collected unless alternative arrangements have been made.

Children will be brought to the main school age at the end of the sessions either 4:30 or 5:30 for After School Club. Alternative times for collections can be made but please discuss these with Mrs Goymer and understand that we are an active club and may not see parents arriving early if it is unplanned.

If you are running late for collection or need to make a change, please send Mrs Goymer a message via Class Dojo. The school phone does not accept incoming calls after 3:30 and so messages will not be picked up. Class Dojo messages are checked regularly and will be acknowledged.

All booked sessions are non-refundable and non-transferable. It is possible to book extra-sessions in addition to regular sessions booked if there is space, if your child already attends prebooked sessions, any additional sessions are charged at the prebooked rate.

For Breakfast Club and After School Club, a two week notice period is required to make cancellations to regular bookings.

Lateness:

If a parent/carer is going to be late collecting their child, they must telephone or contact Mrs Goymer via Classdojo as soon as possible. If a child is collected after the agreed time, the parent/carer will be invoiced for the additional session time in half hour intervals. If a child is collected after the close of the provision, the parent/carer may be liable for an additional charge of £20 for each hour or part hour that adult supervision is provided. This is at the discretion of the Headteacher.

Behaviour and expectations:

The school reserves the right to terminate any booking (without notice) where there has been a case of physical or verbal violence or abuse towards staff, children or other parents/carers. Any concerns with regards behaviour will be discussed privately with parents by the Wrap Around Care lead and/or Headteacher where appropriate.

We ask that children do not bring any toys from home unless by prior agreement (transitional items are excluded from this) Roxton C E Academy is not responsible for any loss or damage to toys from home.

Mobile phones are not permitted in Breakfast Club and After School Club. If a child is permitted to bring a phone to school it should be handed to the Wrap Around Care lead who will log them with reception and they will be returned to them at the end of the school day or After School Club session.

Medication and personal care:

All staff will have received appropriate first aid training however, medication will only be administered in line with the 'Administering Medication' policy which can be found on the school website. Personal care will be provided in line with agreed individual's plans and the school policy.

Any emergency medication that may be required during Breakfast or After School club must be given to Mrs Goymer at the beginning of the session if at Breakfast club. Mrs Goymer has access to emergency medication that is kept at school, if needs be, a Risk Assessment and plan will be drawn up and shared with parents to ensure the safety of everyone attending The Treehouse.

If your child starts taking a new medication, please notify Mrs Goymer along with the school to ensure we can accommodate the administration of this if needs be.

Food:

Breakfast is available for children attending Breakfast Club before 8am. A snack will be given to the children attending the After-School Club and those staying after 4:45 will be offered a larger snack, usually toast to keep them going.

Any concerns or queries should be directed to the Wrap Around Care lead at the earliest opportunity to allow for flexibility and changes to be considered.

Our staff are qualified in food safety including Allergy Awareness. It is the responsibility of the parent/carer to inform the school if the child has any dietary requirements or if these requirements change. Any specific dietary requirements will be provided for following prior discussions with relevant parents and plan put in place.

Communication

The best way to contact Mrs Goymer for enquiries about bookings, changes and questions regarding The Treehouse is via Class Dojo or email egoymer@roxton.school. Please do not use this for emergencies during school hours or to report sickness or issues that require a class teacher's response.

This agreement shall commence on the requested start date and termination needs to be in writing or by email giving two weeks' notice prior to desired end date.

Date: Updated September 2023