



TREEHOUSE AFTER SCHOOL CLUB

(Trading as L&P After School Club)

Pound Avenue, Stevenage, Herts, SG1 3JA

Mrs Lyn Taylor:

EY453547

Tel: 01438 351053

Mob: 07749 134 509

e-mail: treehouse@fairlands.herts.sch.uk

Welcome to Treehouse After School Club!

Treehouse is an After School Club run at Fairlands School. We can cater for up to 40 children each day from Year 1 to Year 6.

Staff work to a ratio of 1:8, for the under 8s, which is an Ofsted requirement. All staff hold current CRB Checks, Safeguarding and First Aid Certificates.

How the Club is Run:

Upon arrival, the children are given a snack and drink. These usually consist of toast, sandwiches, crackers, etc, accompanied by fruit. Drinks are available throughout the session.

Daily activities are supervised and examples include: indoor and outdoor games, floor play, arts and crafts and play-dough. A quiet area is provided for resting or homework. Some activities may be messy! If you are concerned about your child's uniform you may supply a change of clothes, but these will need to be taken to and from the Club each day.

Bookings:

Places are booked in advance – please give as much notice as possible as places are limited. Places can be booked on a weekly, fortnightly, monthly or half-termly basis with priority given to those who have long-term bookings.

Occasional days can be booked, when available, as long as your child has already been registered.

Absences:

Parents are required to notify the Club if their child is going to be absent. Fees are still payable.

Registration:

To complete registration, parents/carers must fill out **all** sections of the Registration Form. You will only need to complete this form on your first visit. Please note it is the responsibility of the parents/carers to ensure that information is current and up to date.

A Registration Form is required of each child.

This information will be stored securely.

Behaviour:

Unacceptable behaviour will not be tolerated. The Club reserves the right to cancel your contract, as we have a duty of care to all the children in our care.

Important Information:

- If your child requires medication to be taken whilst at the club, please complete and sign a Prescribed Medication Form.
- Please familiarise yourself with our Policies / Procedures / Terms & Conditions which will be handed to you on your first visit and can be e-mailed to you upon request.
- Booked places must be paid for.



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CURRENT FEES – SEPTEMBER 2018

After School Club:

£2.00 Membership Fee per family, payable upon Registration.

£8.00 3:15pm to 4:15pm

£9.00 3:15pm to 5:15pm

£10.0 3:15pm to 6:15pm

Discounts:

1.00p Sibling Discount per session

All fees are payable in advance, unless prior arrangements had been made with the Supervisor.



TREETOPS AFTER SCHOOL CLUB

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FEES POLICY

- A current Price List will be displayed at the After School Club.
- Any increase in fees will be notified to parents/carers, giving at least one month's notice.
- Fees should be paid one week in advance, by either cash or cheque.
- Treehouse After School Club are pleased to accept Child Care Vouchers.
- Fees may be paid, weekly, fortnightly, monthly or termly. A receipt will be issued.
- Parents/Carers who are late in collecting their children will be fined a sum of £5 per child, per 15 minutes late. This is to safeguard the staff's time.
- Arrears must be cleared by the end of the half-term. Failure to clear a debt may result in your child not being admitted the following term.
- There will be £1 added to overdue fees per day for every day the debt remains unpaid.
- Parents/Carers who continue to send their children to After School Club, even though they have not paid the fee will receive a written warning and a fine may be imposed.

We trust that parents/carers will assist our After School Club with the implementation of this Policy and thank you for your continued support.



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CODE OF CONDUCT

PARENTS/CARERS AND OTHER VISITORS

At Treehouse After School Club, we are very fortunate to have supportive and friendly parents. We recognise the importance of a good working relationship between home and school and encourage parents to participate in the life of our After School Club.

The Purpose of this Policy is to provide a reminder to parents/carers and visitors about expected conduct, so that we can work together to ensure a safe and positive environment for our children.

Respect & Concern for Others

We expect parents/carers/visitors to show respect and concern for others by:

- Supporting the respectful ethos of our After School Club by setting a good example in their own speech and behaviour towards all members of the Club.
- Working together with staff for the benefit of the children. This includes approaching the After School Club to resolve any issues or concern and to discuss and clarify specific events in order to bring about a positive solution.
- Correcting own Child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Respecting the After School Club environment, including keeping the school tidy by not littering.
- Following the parking rules and doing the right thing when delivering and collecting your Child.
- Not bringing dogs onto the school premises.
- Not smoking on the school premises.
- Not being on the school premises whilst intoxicated.
- Telephoning to inform staff of any prior significant injury to their Child.

In order to support a peaceful and safe environment the After School **cannot tolerate**:

- Disruptive behaviour which interferes with the operation of the Club.
- Using loud and offensive language or displaying temper.
- Threatening harm or the use of aggression towards another adult or child.
- Damaging or destroying After School Club property.
- Abusive or threatening e-mails, phone or social network messages.
- Smoking and the consumption of alcohol or other drugs on site or accessing the school site whilst intoxicated.

Safeguarding your Child

For the protection of your own Child and others we ask that parents:

- Do not use mobile phones/cameras within the After School Club where children are present.

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REGISTRATION FORM - £2 Fee

Child's Details:

SURNAME:			
CHRISTIAN NAME:	Preferred Name:		
DATE OF BIRTH		AGE:	Male <input type="checkbox"/> Female <input type="checkbox"/>
SCHOOL:			
HOME ADDRESS:	Postcode:		

Parent/Guardian Details:

Contact 1	Name:	Parental Responsibility? Yes / No Relationship to Child: Authorised to collect Child: Yes / No
	Address:	Telephone Numbers: Home: Mobile: Work: e-mail:
	Postcode:	
Contact 2	Name:	Parental Responsibility? Yes / No Relationship to Child: Authorised to collect Child: Yes / No
	Address:	Telephone Numbers: Home: Mobile: Work: e-mail:
	Postcode:	
Contact 3	Name:	Parental Responsibility? Yes / No Relationship to Child: Authorised to collect Child: Yes / No
	Address:	Telephone Numbers: Home: Mobile: Work: e-mail:
	Postcode:	

*Please Note person collecting the Child **MUST** be over 16 years of age.

Please note that your Child's safety comes first and we require written permission for anyone, other than yourself or an adult stated on this form to collect your child. Please speak to a member of staff if you feel we require more information.

Child's Personal Details:

Does your Child have any special dietary needs, preferences or allergies?	<input type="checkbox"/> None Details:																								
Ethnicity or cultural background? Religion?																									
What language is spoken at home?																									
Does your Child have any special needs or disability?																									
What support will he/she require?																									
Details of Immunisations and childhood diseases:	<table> <tr> <td>Measles:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> <tr> <td>MMR:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> <tr> <td>Tetanus:</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> <tr> <td>Had Chicken Pox?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> <tr> <td>Had Measles?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> <tr> <td>Had Mumps?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Date:</td> </tr> </table>	Measles:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	MMR:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Tetanus:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Had Chicken Pox?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Had Measles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Had Mumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
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DOCTOR'S NAME & ADDRESS:																									

Fees Policy and Code of Conduct

I confirm that I have read and agree to the Treehouse After School Club Fees Policy regarding the payment and non-payment of fees.	Signed: Date:
I confirm that I have read and agree to the Treehouse After School Club Parent's Code of Conduct.	Signed: Date:

N.B. Fees will need to be paid **1 week in advance** to secure your Childs' place.

Please note that parent's will be **fined for persistent lateness in picking up their Child**, without prior arrangement, at the rate of £5 per 15 minutes.

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PERMISSIONS FORM

Child's Name: _____

By signing against each box, I take full responsibility for my Child:

	Parent/Carer Signature
I give permission for staff members to give First Aid to my Child	
I give permission for the staff to use plasters on my Child?	
I give permission for staff to phone for an ambulance and take my Child to the nearest A&E Unit to be examined, treated or admitted should they feel this is necessary. <i>*This is on the understanding that the parent/carers has been informed and will meet staff at the hospital.</i>	
I give permission for my Child's hands and face to be painted, if they wish to take part.	
I give permission for my child to use computers to play games media and have access to pre-determined websites with adult supervision.	
I give consent for staff to apply sun cream which I have provided form my child. I will provide a hat during hot weather.	
I give permission for staff to take photographs for After School Club use – Wall Displays within the Club.	
I give permission for staff to take photographs for After School Club use – Website and Publicity leaflets.	
Occasionally representatives from the media may take photographs or film footage of a visiting dignitary at high profile events. Children will often appear in these images, which may be reproduced in the local or national newspapers or in televised programmes. To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any recordings of your child. If you agree please sign to give your consent.	
I give permission for my Child to watch the following movies: <input type="checkbox"/> U <input type="checkbox"/> PG <input type="checkbox"/> 12 <input type="checkbox"/> 12A	
I give permission for my Child to attend small outings outside the After School Club. <i>*You will be advised in advance of details.</i>	

Parental Details

PRINT NAME	DATE
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PRESCRIBED MEDICINE FORM

Child's Name: _____

Please note that we can only administer medication which has been **PRESCRIBED** by a Doctor.

Unfortunately, we are unable to give any other medicine whilst at After School Club.

I hereby give permission for the following medication to be administered to my Child:

Date	Time	Dosage

Any other Instructions:

Parental Details

Date	Print Name	Signature