

KINGSLEY COMMUNITY PRIMARY & NURSERY SCHOOL



Tree House (Wrap Around Care) Contract Terms and Conditions

Date: July 2020

Review Cycle: Academic year

Reviewed By: Tree House manager

Approved By: Resources Committee

Next review date: Summer Term 2021

Terms and Conditions

Please note – all school policies apply to Tree House. Data such as medical information and photo permission will be shared with Tree House once an application has been made

Our commitment to you at Tree House @ Kingsley Community Primary and Nursery school-

Our aim is to provide your child with:

- A safe, friendly environment which allows your child to develop
- Links between home and school
- A place where they can form positive relationships with peers and adults
- Planned activities based on your child's interests, skills and knowledge
- Access to a wide range of activities
- Healthy, nutritious snacks before and after the school day

Once you have read this contract, please sign the final page of these terms and conditions and return it to us on the Tree House email.

Admissions -

A child is eligible for admission to our Wrap around Care from their 2nd birthday. The actual offer of a place is dependent upon availability. In some cases, a child may start as soon as they are two; these places are unfunded and subject to availability.

All forms must be completed in full

If you are interested in registering for a place in Tree House, please complete our **Expression of Interest** form (available on our website under the Tree House section). Please return it to: treehouse@kingsleycp.cheshire.sch.uk. You will then be offered a place or join our waiting list until a place becomes available.

Session Times

The provision is open for 50 weeks throughout the year. It is closed for the last week of each school Summer holiday and also for 1 week during the Christmas break. Any additional planned closures will be notified in advance.

Unplanned closures, due to circumstances beyond our control, cannot be refunded e.g. due to adverse weather. However, the provision will only close in the event of exceptional/extreme circumstances or where there is a serious concern for the wellbeing of pupils and staff.

Our opening hours in Term Time are:

- 7:30am-8:45am (including breakfast) £8
- 3:15pm-6:30pm (including a light tea) £12

Our opening hours in holidays and Inset days are:

- Morning Session - 7:30am-12:30pm £17
- Afternoon Session - 1pm-6:30pm £17
- Full Day - 7:30am-6:30pm £30

Changes to booked sessions/cancellation

We require one calendar month's written notice, if you wish to reduce or cancel your child's sessions. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability.

All fees must be paid within one calendar month of the term starting. It is your responsibility to ensure your account is fully paid each half-term. Failure to pay fees by this time will result in your place being withdrawn. Payments should be made on ParentPay. Parents may also use childcare vouchers or the government's tax-free childcare scheme, please contact us if you wish to use vouchers.

Sickness absence and holidays - in the event of days missed due to sickness, holiday or any other reason, fees will not be refunded. For exceptional circumstances, credit will be at the discretion of the head teacher.

Illness

Children who are unwell should not attend Tree House. If your child has suffered from sickness or diarrhoea, they cannot come back until 48 hours have passed since the last episode. If children are unable to attend due to illness, please let us know.

Parents must inform the School Office immediately if their child is suffering from any infectious disease. Please phone the school office for clarification of exclusion times in line with the Department of Health and Public Health England guidance.

Medication

Medication is only given when prescribed by an appropriate person and with parental permission. The medicines form must be completed and the medication clearly marked with the child's name and dosage instructions in line with the school's Administering Medicines Policy.

Allergies, asthma and medical conditions

We ask for details of any allergies or medical conditions on our registration documents. If your child has a medical condition, we will ask you to complete a healthcare plan with us. Plans are reviewed annually and associated medicines are stored with a copy of the plan.

We must be informed immediately, in writing, if your child develops an allergy, asthma or any other medical condition.

As the number of children with nut allergies is on the increase, we ask parents to support us in our aim to keep our School a nut-free environment. Please do not send your child with any items that may contain nuts or any empty food packaging that may have contained nuts.

Collection arrangements

Children must be collected by a responsible person, over the age of 16. We will only allow your child to leave with an authorised person. If someone other than the people listed on your application form is collecting your child, we need evidence of the person's identity when they arrive at Tree House and your permission to release your child. If you know that someone different is collecting your child, or they are going home with a friend, you must let us know in advance.

It is important that your child is collected promptly at the end of their session. Please contact the team if you are going to be late. If you are persistently late collecting your child, we reserve the right to charge an extra fee.

Behaviour and conduct

Our staff will maintain a courteous and professional attitude towards children, parents, carers and other staff at all times. We will not tolerate staff being treated inappropriately by parents, carers or children. Such behaviour may result in the termination of the place. Although our

Wrap Around Care will feel different to our class room experiences, the same values and rules must be adhered to.

Where necessary, we will support parents and carers in managing a child's disruptive or inappropriate behaviour. However, if behaviour is deemed to be unacceptable by the Manager and Head Teacher, or to be endangering the safety and wellbeing of other children, we may require your child to be withdrawn for a period of time. Please also see the school's Behaviour Policy.

Termination

We will work with you to address any concerns or issues you may have when your child is attending our provision. However, we reserve the right to terminate our contract with you if:

- you fail to adhere to agreements made by you to clear outstanding fees;
- a parent/carer has behaved unacceptably; or
- a child's behaviour at Tree House is deemed by the Head Teacher to be unacceptable or endangers the safety and wellbeing of the other children at the setting.

Kingsley Community Tree House - Terms and Conditions

Name of child.....

[] I confirm that I have received and read the Terms and Conditions for registration at Kingsley Community Tree House.

[] I confirm that I agree to these terms and conditions.

Signed..... Date.....

Print name.....