



Wrap Around Care

Welcome Pack

Welcome to Tree House! We provide a vibrant, extended childcare program, designed to support working parents who need flexible hours in term-time and holidays. Our safe, stimulating and welcoming environment comes complete with a fully trained and DBS checked staff. We pride ourselves on the smooth transition from Tree House into school and back again at the end of the day, and our teachers and staff are committed to helping your child gain independence and confidence as they navigate their school career.

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

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

Please read this welcome pack and accompanying terms and conditions very carefully.

Please complete and return the:

Admission Form
Photograph Consent
Sun Cream Permission
Booking Form
To Tree House
Thank you!

Admission Form

Please complete this form in BLOCK CAPITALS and write phone numbers and email addresses clearly.

Details of Child:

Surname.....

Forename(s).....

Known as.....

Date of Birth.....

Home Address.....

.....

.....

Postcode.....

Primary Email.....

Home Telephone Number.....

Details of Parents

Mother

Surname.....

Forename.....

Home Address (if different to child)

.....

.....

.....

Home Telephone Number.....

Mobile Number.....

Work Number.....

Email.....

Employer.....

Father

Surname.....

Forename.....

Home Address (if different to child)

.....

.....

.....

Home Telephone Number.....

Mobile Number.....

Work Number.....

Email.....

Employer.....

Emergency Contact List

Please list, in order of preference, who you would like us to ring in case of an emergency e.g. Mum, Dad, Grandparent, Neighbour

1: Name.....

Telephone Number.....

Relationship to your child.....

2: Name.....

Telephone Number.....

Relationship to your child.....

3: Name.....

Telephone Number.....

Relationship to your child.....

4: Name.....

Telephone Number.....

Relationship to your child.....

People able to collect your child

To collect your child, these named people must tell us your password before we can allow your child to leave with them.

Password.....

Name/Relationship.....

Name/Relationship.....

Name/Relationship.....

Name/Relationship.....

Medical Information

The school's 'Administering Medication' policies and procedures apply in circumstances where your child is fit to attend school and Tree House, but needs to follow a course of medication. In order for us to deal with any medical issues quickly and effectively as possible, we would be grateful if you could complete the details below:

Name of Doctor's Surgery.....

Telephone Number.....

Medical Concerns/Problems.....

.....

.....

Details of any allergies.....

.....

In case of a medical emergency or critical incident where we have been unable to contact you, the parents, do you give the school authority to give their consent for any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion that is considered necessary by the medical authorities present?

Yes/No

If no, who do you nominate.....

Contact Telephone Number.....

Signed.....Parent/Carer

Date.....

Use of Photographs

Tree House may produce printed publications and add them to the school website, which may include examples of children's work and/or photographs of children. Whenever possible, no child's photograph will ever be used without his/her permission, and we take the issue of child safety very seriously, which includes the use of images of pupils. Including images of children in Tree House publications and on the school website, can be highly motivating for the children involved and provides a good opportunity to promote Tree House. However, we have a duty of care towards the children, which means that children's photographs will not be accompanied by names, thereby reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents' consent to Tree House publishing their children's work and to taking and using of photographs and images of their children, subject to strict confidentiality of personal information. Your preferences can be changed at any time by writing to the Tree House Manager.

At Tree House, we may use digital video as part of our activities or for the recording of productions and events, but children will not be named.

We also have access to the school's Twitter account. At times, we will put photos of children from Tree House when permission is given.

My child:.....

- ☐ May have his/her picture taken for use on the school website
- ☐ May have his/her picture taken for publication in a local newspaper
- ☐ May be recorded on digital video
- ☐ May have his/her picture taken for use in the Tree House prospectus and other printed publications that are produced for promotional purposes
- ☐ May have his/her picture taken for display in Tree House
- ☐ May have his/her picture taken for use on the school Twitter account

Signed.....Parent/Carer

Date.....

Hot Weather and Sun Cream

Clothing:

- Children are required to wear hats between 11am and 3pm during holiday club. Legionnaire hats would be ideal.
- Sending your children in vests where their shoulders would be susceptible to the sun's hot rays is not advised. We advise that your children wear long-sleeved, loose-fitting, light-coloured clothing.

Sunscreen:

- During holiday club, children should have sun cream applied at home (at least factor SPF 30) before they attend in the morning. There are a lot of all-day sun creams available, which can be very effective protection. Staff are not permitted to apply or rub in sun cream for children, but we can make sure they apply the right amount and cover all key areas. The form below is for you to give permission for staff to supervise and help direct children to apply their sunscreen on days when the sun is strong. We will help supervise the children putting on sun cream at lunchtime, before the afternoon session begins.
- Sun cream should be clearly labelled.

.....

Sun Cream Permission Slip

Child's Name.....

I give permission for Tree House staff to supervise and direct my child when applying sun cream to themselves to exposed skin area before going outside in the afternoon, as directed by the sun cream manufacturer.

I agree to apply sun cream to my child before they attend Tree House in the morning and provide sun cream with a sun protection factor (SPF) of 30 or more, in its original container outlining the full instructions and clearly marked with my child's name.

I agree to send my child in appropriate clothing along with a sun hat and water bottle.

Signature.....

Print Name.....

Date.....

Regular Sessions Booking Form

Child's Name.....

Year Group.....

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Starting date.....

Please be aware that when completing and returning this form, you are agreeing to the terms and conditions as stated in the Welcome Pack.

- If you would like to cancel or change your regular bookings, we will require one month's notice in writing.
- If you cancel a session you have booked, you may still be charged (see terms and conditions for details)
- Sessions may be swapped if places are available - we will require a minimum of 1 weeks' notice in writing in these circumstances.

☐ I have read and understand the terms and conditions stated in the Welcome Pack

Signature.....

Print Name.....

Date.....