



**TREETOPS**  
AFTER SCHOOL CLUB

# **Pyrford C of E Primary School**

## **Early Bird Breakfast Club & Treetops After School Club**

### **Information Booklet and Terms & Conditions**

**Reviewed and updated September 2022**

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## Our Vision

Pyrford C of E Primary School provides an engaging and enriching education for all, rooted in Christian values of

**Love Respect Resilience Wisdom**

At Pyrford our mission is simple:

**Growing Great Minds Together**

## Introduction

Our Breakfast Club & After School Club is run by Pyrford staff who also have roles in school during the day. In this way we are able to offer consistency and continuity of provision as the staff and children know each other well and share the same expectations as are enjoyed during the school day.



Children can join in with the planned activities or take time to do their home learning. Many children enjoy playing in one of the activity areas, examples of which are:

- sport related activity
- arts, craft & cookery



Alternatively, children may prefer to have some quiet time playing with the range of games and toys available.

Our clubs are very popular therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Limited places are available on a first come, first served basis. Children of staff are processed as a priority.

Terms and conditions are reviewed annually. There may be occasions when amendments to terms and conditions are necessary prior to the annual review; parents will be notified of these in writing.

***Pyrford C of E Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst our staff and volunteers.***

## INFORMATION AND TERMS & CONDITIONS

### EXTENDED SCHOOLS MANAGER

Mrs J Rashbrook Email: [esm@pyrford.surrey.sch.uk](mailto:esm@pyrford.surrey.sch.uk)

### BREAKFAST CLUB CONTACT NUMBER

Please call our main school telephone number – 01932 342693



### TREE TOPS CONTACT NUMBER

Please call 01932 339055

### OPENING HOURS

The Breakfast Club is open between 7:45am – 8:30am every Monday-Friday, term time only, with breakfast served until 08:20am.

***Children cannot arrive at the Breakfast Club any earlier than 7.45am. Staff may be present but this is to allow adequate time for setting up prior to children arriving.***

The After School club is open between 3:00pm – 6.00pm every Monday-Friday, term time only.

***Children must be collected from Treetops by 6pm. A charge of £15 per 15 minutes will be levied to those who are late collecting their child on more than one occasion.***



### PARENT/CARER INVOLVEMENT

The aim of both clubs is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

## BOOKING AND PAYMENT

The current fees are:

BREAKFAST CLUB

**£6.25 per session which includes breakfast**

TREETOPS

**£13.50 per session which includes tea**

- Bookings **must** be made using the school's online system Scopay. Access your Scopay account at <http://www.scopay.com/pyrford.surrey>
- Please note that payment must be made online at the time of booking using your Scopay account. If paying with childcare vouchers, please ensure you have notified the school office of your voucher company by emailing [office@pyrford.surrey.sch.uk](mailto:office@pyrford.surrey.sch.uk) The vouchers must be redeemed at the time of booking and received within 3 working days.
- In special circumstances we may be able to accept a *late booking*. This must be made via the office and where possible before 10 am on the day required. Payment online must be made within 24 hours of the booking or if using childcare vouchers within 3 working days.

***Please note, we reserve the right to exclude a child as a result of payment arrears.***

- **Bookings for Breakfast Club must be received by midnight as follows:**

Midnight on Monday for Wednesday bookings

Midnight on Tuesday for Thursday bookings

Midnight on Wednesday for Friday bookings

Midnight on Thursday for Monday bookings

Midnight on Friday for Tuesday bookings

- **Bookings for Tree Tops must be received by midnight as follows:**

Midnight on Monday for Tuesday bookings

Midnight on Tuesday for Wednesday bookings

Midnight on Wednesday for Thursday bookings

Midnight on Thursday for Friday bookings

Midnight on Friday for Monday bookings

## ABSENCE/MISSED SESSIONS

- Any absence including ill health, out of school hours events or visits and sporting events (even if the child has been selected by Pyrford Primary to take part) will be chargeable.
- If your child is absent from school and has been booked into either club, please inform the office.

## CANCELLATIONS

- **Any cancellations must be made via the office.** Please email [office@pyrford.surrey.sch.uk](mailto:office@pyrford.surrey.sch.uk) or call 01932 342693.
- With notice, a session may be swapped for another day within the week, otherwise cancellations in the week of the booking are non-refundable.
- Sessions cancelled in advance (i.e. no later than 3pm on Friday of the previous week) will be reimbursed by credit to the Breakfast Club/Treetops account - there are no cash/online refunds
- **No refunds will be issued for missed or cancelled sessions unless due to closure of the club by the school**

### **ACCIDENTS AND FIRST AID**

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.

A trained First Aider will always be present at the Club.

### **VALUABLES**

We ask that children keep special items of interest i.e. toys and books in their school bags when they are attending the club. We have a large range of toys and books and sometimes personal items can get lost within these.

### **GOOD TO BE GREEN**

All the children have the opportunity to make positive choices about their behaviour and influence outcomes within Breakfast Club & Treetops.

The children who regularly follow the rules of the Breakfast Club & Tree Tops are noticed and rewarded.

Both clubs follow a consistent system which is used throughout the children's school day.

Both Clubs will implement the same consequences that are used within the main school. This includes the coloured warning system of blue, yellow and red. Parents will be notified if there are any issues concerning your child's behaviour.

### **BEHAVIOUR**

Behaviour by any persons on the school site, considered to be unacceptable and inappropriate will not be tolerated. These include: smoking, alcohol, drug abuse, solvent abuse, bad language and any other situation which could cause disruption and or distress.

Continuous disruptive or unacceptable behaviour by any person (child or adult) will be recorded and reported to the Headteacher. The school reserves the right to withdraw a place/admission to any person should incidents occur.

The success of the Breakfast Club and Tree Tops depends on the cooperation and sharing between those involved. Parents should address any comments they wish to make to the clubs leader. Any complaints should be addressed to Head of School. Please see a copy of the complaints procedure on the school's website.

**Smoking and dogs on the site are strictly prohibited.**

Further information can be found on our school website.\_

## FOOD AND REFRESHMENTS

The Breakfast Club menu consists of:

- A selection of healthy cereals.
- Toast/bagels/croissants with a variety of toppings.
- Refreshments include orange juice, apple juice or milk.
- Fromage frais yoghurts.



The Treetops menu:

- A two course meal will be available

We use fresh ingredients and follow statutory Government guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

**Should your child have a dietary requirement we ask that you detail this on the Parent Declaration when your child first registers with Breakfast Club/Tree Tops. Should needs change once enrolled, please contact our school office who will be able to update our records accordingly.**

## PYRFORD C OF E PRIMARY SCHOOL BREAKFAST CLUB/TREE TOPS DECLARATION

*The parent(s) of any child/ren attending the Breakfast Club/Tree Tops must read and understand the Terms and Conditions before signing the following declaration. This can also be completed on this link*

[Breakfast Club / Treetops Declaration](#)

Having read, understood and accepted all statements made in the Terms and Conditions I/We will comply with all the procedures.

I understand that any decisions made by the Breakfast Club/Tree Tops will be final.

Print full name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name(s) of Child/ren \_\_\_\_\_  
\_\_\_\_\_

My child has special dietary requirements      YES / NO (please delete as applicable)  
Details: \_\_\_\_\_  
\_\_\_\_\_

I use Childcare Vouchers and my voucher company is \_\_\_\_\_  
\_\_\_\_\_

***I understand that these terms and conditions will be reviewed annually.***

(last reviewed September 2022)