



# Ashleigh Tree House

## Breakfast and After School Club

"Come and hide out in The Tree House"

Ofsted Number: 120922

Fun, friendly and flexible childcare at Ashleigh for children aged 3+ years.

## Breakfast and After School Club Welcome Pack



Ashleigh Primary School & Nursery, Sheffield Road, Wymondham, Norfolk NR18 0HL

Tel: 01953 602410 After school club Mob: 07503290635

Breakfast Club mob: 07746276207

E-mail: [treehouse@ashleighprimary.net](mailto:treehouse@ashleighprimary.net)



# Ashleigh Tree House

## Our Procedures

Dear Parents/Carers

We welcome you and your child to our Breakfast Club and After School Club, Ashleigh Tree House. We hope that you will find the child care provision beneficial. We enclose information relating to the club, and we welcome any further comments or suggestions. All forms must be completed and returned before your child can start attending either of our Clubs. They are enclosed in this Welcome Pack.

### **Contact**

Your main contact at [Ashleigh Tree House](#) is Charlotte Hubbard (Mon, Tues, Wed) and Louise O'Donovan (Thur, Fri).

[Breakfast Club](#) can be contacted on 07746276207

[After School Club](#) can be contacted on 07503290635

Our email address is: [treehouse@ashleighprimary.net](mailto:treehouse@ashleighprimary.net)

Please inform a member of staff if your child is not going to be attending a club for any reason.

### **Booking of Sessions**

Our clubs are open every day, term time only. Breakfast Club is open from 7.40am- 8.40 am and is a set price for that slot, regardless of what time you drop off.

Our After School Club is open until 6pm and offers 2 different time sessions.

#### **Breakfast Club**

- 7.40am- 8.40 am - £3

#### **After School Club**

- 3pm-5pm session excluding a meal - £7.50
- 3pm-5pm session including a meal- £8.50
  
- 3pm-6pm session excluding a meal - £9
- 3pm- 6pm session including a meal- £10

By booking specific sessions, you are reserving the right for your child to retain that particular session for the whole of that half term. We will therefore require payment for the whole amount, regardless of whether or not your child attends. If you wish to make

any alterations to any sessions, you must tell us of those changes in writing, **giving paid notice of 4 weeks**. It is assumed that, unless we receive a letter of cancellation, you still wish to continue with your agreed session/s at Ashleigh Tree House, and you will be invoiced as normal at the beginning of each half term.

### **Drop in sessions**

You can add additional "ad-hoc" days to your contracted days, subject to availability. Please speak to a member of staff about this.

**Breakfast Club** drop in sessions- £3.50

**After School Club** drop in sessions- £10 3-6pm inclusive of a 2 course meal (please note all drop in sessions are priced at £10 regardless of the time you collect)

### **Payment Method**

Fees are payable half termly in advance. Invoices will be available to collect from the Ashleigh Tree House building at the beginning of each half term. All invoices must be paid within 2 weeks of the beginning of that half term. A £10 late payment charge will be added to any bill that is not paid by this time.

### **We do not issue individual reminders before the payment deadline**

Our preferred payment method is Cheque (payable to NCC- Ashleigh Primary School) We also accept cash and Bank transfer.

Payments must be given in a sealed envelope, clearly stating your child's name and the total amount enclosed, on the front. Payments must be posted into the **grey fees box** near the coat pegs. Please **DO NOT** give any payments to your child to deliver.

We can also accept vouchers from a range of childcare companies - please speak to the school Finance Officer, Mrs Botwright, if you are interested in any further information

If you experience any difficulty with payment of fees, please speak to a member of staff.

### **After School Club Late Collection Charge**

There is an extra charge for parents who collect their children later than the agreed time. For children who were due to be collected by 5pm, the extra charge is £2. If a child is collected later than 6pm a late payment charge of £11 per child will apply for every half an hour that you are late. This is because two vetted persons have to remain on duty until your child is collected.

### **Collection and drop off of children**

For drop off and collections please enter the school via the gate on Lime Tree Avenue and follow the path. You can also come through the gate next to the car park. Please ring the bell on the door to gain entry.

### **Breakfast Club**

The club opens at 7.40am. Please do not try to drop your child off before this time as the club will be closed. Please sign your child in on arrival. Children will be delivered to their class by 8.45am.

### **After School Club**

We meet to register in the school hall. The children will be signed in on arrival. The After School Club closes at 6pm. We ask that you arrive to collect your child/ren by 5.55pm at the latest so they can be signed out and off the premises by 6pm.

### **Mealtimes**

Breakfast is served until 8.20am. Please note that if you drop off after this time then the breakfast bar will be closed.

At After School Club, a 2 course meal will be served at 4.20pm in the main school hall. Please try to avoid collecting your child between 4.20pm and 4.50pm as this is the time the children will be in the main hall. If you do need to pick up during this time period, please call 07503290635 and a member of staff will come and let you in.

If you have opted not to purchase a 2 course meal from the club, then you are more than welcome to bring in a snack for your child to have.

### **Behaviour**

We expect Ashleigh Tree House children to behave in an acceptable way, with a caring and respectful attitude towards others. In the case of any unacceptable behaviour, we will discuss this with parents to resolve it together. If, despite our best efforts together, there is no improvement in the child's behaviour, we reserve the right to exclude the child from the Out of School Club. Our standards are laid out in the Club's Behaviour Management Policy. This can be seen on request.

### **Policies**

The Club has all the policies required by Ofsted Guidance. They can be seen by parents on request.

### **Complaints**

Complaint forms are available should you need one.

We very much hope that your child will enjoy their time at Ashleigh Tree House.



# Ashleigh Tree House

## Registration Form

### Child's Personal Details

Surname		Date of birth	
First names		Gender	
Preferred name		Religion	
Ethnic origin		Parent/Carer's name	
First language		GP's name	
Address		Phone no	
		Home No	
		Work No	
		Mobile 1	
		Mobile 2	
Postcode		Email:	

### Emergency Contacts

In the event that we are unable to contact you on the numbers above, please provide details of additional emergency contacts.

Name	Relationship to child	Address/ Place of work	Contact No.



# Ashleigh Tree House

## Breakfast Club Booking Form

Name of child .....

Sessions run from 7.40am- 8.40am, Monday- Friday, during term time.  
Children will be walked from the club to their classroom for 8.45am

Session Cost:

- £3 (for regularly booked slots)

Fees are payable half termly in advance. An invoice will be available for you to collect from the club at the beginning of each half term.

Cheques payable to "NCC- Ashleigh Primary School". We can also accept cash and bank transfer.

Please tick below to indicate which sessions you would like to book for your child.

Monday	Tuesday	Wednesday	Thursday	Friday

Please state an estimated time of arrival .....

Please state start date.....

Childs age at start date .....



# Ashleigh Tree House

## After School Club Booking Form

Name of child .....

Sessions run from 3p.m. - 6p.m. during term time.

Fees are payable half termly in advance. An invoice will be available for you to collect from the club at the beginning of each half term.

Cheques payable to "NCC- Ashleigh Primary School". We can also accept cash and bank transfer.

Please tick which session option you would like.

(Please note we are unable to offer different session options for different days of the week)

3pm- 5pm excluding a meal £7.50	
3pm- 5pm including a meal £8.50	
3pm- 6pm excluding a meal £9	
3pm- 6pm including a meal £10	

Please circle which days you would like

Monday

Tuesday

Wednesday

Thursday

Friday

Please state start date.....

Childs age at start date .....



# Ashleigh Tree House

## After School Club- Collection of Children

I authorise the following persons to collect my child/ren, whose names are listed below, from the club.

Name	Relationship to child

Signed ..... Parent/Carer

Date .....

Please note: ONLY people on this list will be allowed to collect your child/ren.





# Ashleigh Tree House

## Record of Medication

Surname of child:

First names:

Medical condition/Allergy etc:

Name of Medication:

Date to start:

Date to stop:

Dose:

Route of administration:

Frequency (time to be specified):

Special storage requirements:

YES/NO (delete)

If YES please specify:

Child to self-administer (under adult supervision)YES/NO (delete)

### **DECLARATION**

1. I, being the parent/guardian of the above child, request the involvement of an adult employed at Ashleigh Tree house in the medication of my child as detailed.
2. I can be contacted during Club hours as follows:
3. I agree that staff of the Club may administer ..... (name of medication) to my child according to directions enclosed with the medication. I confirm that my child's doctor has stated that (s)he considers it necessary for the medicine to be taken during Club hours

Signature ..... Name ..... Date .....  
(block capitals)

Dates and times of medication administered will be recorded in the Club's Medication Records.



# Ashleigh Tree House

## Emergency Arrangements

In the event of an emergency involving your child, we will do our utmost to contact parents, using the contact numbers we have been given.

In the unlikely event that a child needs urgent emergency treatment is needed and we cannot contact parents, we require written permission to allow us to request medical advice, or to take the child for treatment. We would obviously keep trying to contact parents as well.

Please sign below to enable us to act in this way.

Thank you.

Name of child .....

In the event of a medical emergency, and if club staff cannot contact me, I give permission for them staff to take my child to their GP or to the Accident and Emergency Department.

Signed .....

Date .....



# Ashleigh Tree House

## Communication

In order to ensure that your child's needs are consistently met, we may need to speak with your child's school or main childcare provider at some point. Please sign below to allow us to contact them if necessary.

Signed.....parent/ carer

Date.....

## Likes and Dislikes

Does your child have any likes or dislikes, fears or hobbies, favourite toys or comforters that you think we should know about?

This information would be really helpful to ensure that he/she has a comfortable, relaxed and happy time with us.

## Special Educational Needs/ Disabilities

Please state below if your child has a Special Educational/ Additional Need or Disability that we should know about:

It would also be helpful to know of any specific routines; techniques or ideas you use at home to manage their additional needs so that we can support this too:

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Breakfast Club mob: 07746276207

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