



After School Club Prospectus

Welcome to TreeTots After School Club.

The club has four members of staff, Dee Kiran (BA Hons) Owner/ Manager, Ishrat Hussain – Deputy (Diploma in Childcare), Lillian Annalls – Play worker / Cook and Amanda Wilson - Playworker / Cook.

If you have anything you wish to discuss regarding club details, feel free to speak to **Dee** on the club number: **07775705874**

The After School Club runs every day term time, 3.15- 5.45 pm.

We provide a light tea for the children around 4pm, an option of a hot tea or a sandwich with their choice of filling, fruit and squash or water.

Infant children are collected from their teachers at the end of the school day and brought into the club room. Juniors make their own way into the club after school.

The club charges £14 per session (3.15pm-5.45pm), regardless of your child being absent, as your child's place is held for them to return. Fees are to be paid monthly and must be paid in advance to secure your child's place, cheques are to be made payable to: Miss A Kiran.

We offer an Ad-Hocs service at cost of £15 per session.

Child vouchers are also accepted if your employer uses them.

The club reserves the right to withdraw your child's place if fees are not paid by the 1st of the month.

All children must be collected before the club closes at 5.45pm. Ongoing lateness will result in your child losing their place.

If your child is going to be collected by someone not on our records, please inform the club manager on **07775705874** at the earliest point possible. If your child is going to be absent from the club, please contact a member of staff.

TreeTots After School Club Home/club Agreement

The club will:

1. Keep the children safe in a happy and secure environment.
2. Provide activities that are broad, balanced and to which all children have access.
3. Inform parents of any new initiatives or alteration to the club policy.
4. Celebrate children's success' with parents.
5. Tell parents of any behaviour, which is causing concern.

Parents/Carers will:

1. Pay fees in advance by the first of each month.
2. All children must be collected on time, or the place may be withdrawn. If not notified and its past 6pm then social services will be notified.
3. Pay for any absences taken during term time due to holidays or illness.
4. Inform the club of changes to contact phone numbers etc.
5. Take part in correcting unacceptable behaviour in the club.
6. Inform the club of any problems or concerns, which may affect their child's behaviour.

Children will:

1. Show politeness and helpfulness to all others.
2. Observe club rules and listen to club staff.
3. Try to treat everyone as a friend – follow Anti Bully Policy.
4. Play together.
5. Take care of our club's toys, games and other equipment.

Signed _____ Dee Kiran (Owner/ Manager)

Signed _____ Parent/Carer

Signed _____ Child