

Wrap around care

 Queniborough C E Primary school

**Telephone 0116 2606700**

**Email TreeHouse@quenischool.org.uk**



**Out of School Care**

Queniborough C E Primary School ‘Tree House’ provides safe and secure care for children aged four to eleven before and after school.

‘Tree House’ is open for breakfast from 7.30am to 8.45am and for after school care from 3.15pm to 6.00pm - term time only.

Tree House is run by a team of well trained and experienced staff that provides a variety of activities for children. These activities include:- games, art & craft, homework group, IT activities, a reading area for children to share stories , read by themselves or read with a leader, to name a few.

Tree House is directly managed by staff employed by Queniborough C E Primary School and follows all of Queniborough Primary School policies as on our website.

**Daily Routines**

In the mornings, the children will be offered breakfast on arrival with a choice of cereals & fruit. Please note that breakfast will not be served after 8.15am to ensure that children have enough time to eat. They will have a choice of activities to do until they are taken to their classrooms for the start of the school day.

 After school, a healthy snack and drink will be offered on arrival to all children and a tea for those staying later will be served at 5.00pm

Children are invited to participate in a variety of activities in a relaxed environment. Children will be encouraged to help to tidy up at the end of each session.

A variety of special events such as movie nights, Christmas parties, Easter egg hunts etc. will be held throughout the year.

A register is taken on arrival, please phone the school office if your child is absent from school.

Children in Foundation, Year 1 and Year 2 will be taken to Tree House by school staff. Key stage 2 children make their own way.

**Collecting Children**

Children must be picked up no later than 5.00pm or 6.00pm depending on which session you have booked. Children should be collected from the school hall via the front entrance. Each child must be signed out when they leave. If a child is being collected by another adult, the school must be notified beforehand

**Booking Procedures**

Please ensure that you complete a registration form for your child and keep us informed of any changes to your contact details. This will enable us to contact you in an emergency. Booking forms are available from the school office.

Bookings must be made via our school money portal.

**Code of Conduct**

Although the Tree House operates before and after school, the staff expect children to follow the school rules and respond appropriately to requests made regarding behaviour. Any concerns regarding behaviour will be reported to parents.

**Accidents**

If your child has an accident during their time at Tree House, a trained first aider will administer first aid, record the incident and send an accident form home.

 **Safeguarding**

The safety of your children is paramount at Tree House. All staff have regular Safeguarding Training and follow the Queniborough Safeguarding Policy which can be found on our website.

**Charges**

Breakfast Club 7.30am—8.40 am £5.10 per session

After School (early) 3.20pm—5.00pm £7.14 per session

After School (late inc tea) 3.20pm—6.00pm £10.20 per session

*20% reduction for siblings (applied to2nd/3rd child)*

*We accept any childcare vouchers.*

*Payment plans can be arranged – contact the Vanessa Yardley School Business Manager for more information.*

 We require a weeks’ notice to cancel your child's place.

 Fees must be paid in advance using our school money portal.

 Ad hoc bookings may be available at short notice, contact the school office