Poulner Infant School and Nursery

Treehouse Breakfast and Afterschool Club

Information Booklet



Welcome to the Treehouse Breakfast and Afterschool Club.

We are based in Poulner Infant School and Nursery. We provide safe and stimulating play in a sharing and caring environment. Children will enjoy attending and look forward to the time they spend in the club. We want children to find our club fun, purposeful and relaxed. We aim to provide a friendly service in a safe, familiar setting.

Opening Hours

Our opening times are Breakfast Club - 7.30am - 8.45am and Afterschool Club 3.15pm - 5.45pm.

The club will not run on INSET Days or the last day of the Autumn, Spring and Summer Term.

Booking

Booking in advance for these sessions is essential. A light breakfast or 'Snack Tea' meal option will be offered for those children who are attending the session. Breakfast is served on arrival and at afterschool club food is served about 4:00pm-4:30pm and is included in the cost of the session. This snack is not designed to replace an evening meal. We aim for a relaxed and friendly atmosphere at meal times with the children seated together around tables.

Staffing

Staff hold various qualifications. All staff have DBS clearance and food hygiene certificates and at each session one member or staff is paediatric first aid trained. All staff have attended training for allergy and anaphylaxis.

Going To and From Club

All children attending breakfast club arrive at the entrance door near the year 2 classrooms. Ring the door bell and a member of staff will welcome your child at the door. If your child is attending the Afterschool club, the children are collected from their classrooms, by a member of club staff and registered in the After-School Club room.

Going Home

When collecting from the Club we ask that you use the door near the year 2 cloakrooms. Ring the doorbell for a member of staff. We ask for a list of adults that are allowed to pick up your child. We will challenge any person who comes to collect your child that you have not informed us of. Should you wish to change/add/delete a person's name from the list of who can collect your child(ren), please notify the club staff or the school office.

Late Collections

Please ensure that your child(ren) is collected by 5.45pm at the latest. In the event of an unexpected delay in collecting your child, please notify us as soon as possible on the school number 01425 472338. Please call us as soon as possible as it can cause your child distress if you are not there when club has ended.

Activities at the Club

Club children have access to all of the school's playgrounds and play equipment. The children are always supervised by at least two members of staff. We encourage all children to play outside for at least 15 minutes.

Indoor

Our programme of activities places emphasis on providing safe and fair play and we aim to be creative, stimulating and varied within a relaxed, friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem.

Activities may include:

- ➢ Art and crafts
- ➢ Dressing up clothes to facilitate imaginative play
- ➢ Construction toys, board games, bricks
- ➢ Cosy book corner
- ➢ Role play

Outdoor Play

We have a varied range of outdoor play equipment and children are encouraged to gain fresh air and exercise at every opportunity, as we recognise the importance of being outdoors to aid their growth and development.

Behaviour

We expect good behaviour from our children, and our adults and children alike show respect for each other. We use various techniques to encourage good behaviour including praise and rewards such as stickers and house points. We also use distraction techniques and discussion. Children are encouraged to follow our school rules:

- ➢ Be Ready
- ➢ Be Respectful
- ➢ Be Safe

Equal Opportunities

We are committed to taking positive steps to ensure that we provide a safe, caring and welcoming environment that promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both Direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value. We are an inclusive club and try to meet the needs of all pupils.

Child Protection

We aim to protect all children in our care and keep them free from harm. Our roles, procedures And guidelines are in accordance with National Childcare Legislation and the childcare act Working Together to Safeguard Children 2006 & 2010. We also follow the Keeping Children Safe in Education guidance, 2020. All staff receive regular child protection training in these procedures and guidelines.

Accidents & Sickness

Should your child have an accident, i.e. a fall or a bump, trained first aid staff will offer appropriate treatment and complete an accident record slip. Parents will be informed when picking up. Should your child be taken ill or have an accident at club we will telephone you immediately. It is parental/carer responsibility to keep the school informed of any change of contact details.

Commitment to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your child. We aim to:

➢ Welcome you at all times to discuss our work, have a chat.
➢ Keep you informed about our opening times, fees and programme of activities through regular Newsletters and emails.
➢ Be consistent and reliable to enable you to plan for your child's out of school care with confidence and peace of mind.
➢ Share and discuss your child's achievements, experiences and friendships. ➢
➢ Listen to your views and concerns to ensure that we continue to meet your needs.

If you are interested in your child using the After-School Club during their time at Poulner Infant School and Nursery please sign and return the terms and conditions page at the end of this document.

Further Information

If you require any further information about our club please call in to speak to the office to speak to school staff.

Terms & Conditions

Making a booking

A signed terms and conditions sheet is required for each child attending the Treehouse Wraparound Care Clubs. Attendance will not be permitted until this is received by the school.

Places are allocated on a 'strictly first come, first served' basis. All bookings are made via Arbor. We cannot guarantee availability of places. If you require a regular space for your child(ren) due to work commitments etc. you are advised to book sessions in advance. At the end of every academic year you will need to confirm your child's on-going booking if you should still require it. Spaces will not be held without confirmation.

Please also make sure that you keep us updated of phone contacts and emergency details.

Cancelling a booking

Any bookings that are no longer required must be cancelled via the school office. Cancellations with less than 24 hours notice will still be charged.
Bookings cannot be refunded unless under exceptional circumstances at the discretion of the school.

Fees & Charges

From September 2026
Breakfast club - 7.30am-8.45am £6:00
Afterschool club - 3.15pm -5.45pm £12:00

You will be charged for the sessions that have been booked whether or not your child attends unless they have been cancelled with 24 hours notice. We are committed to paying the staff needed for safe ratios of supervision.
Please see late collection fees for pick up after 5.45pm.

Payment of fees-

We try to keep fees for the out of school care to a minimum so that they are affordable for all.

Payments need to be settled at the end of each half term, future bookings will not be allowed unless an outstanding balance is cleared.

Agreements will automatically expire at the end of each academic year and a new agreement will be issued for you to review and sign.

Regular payments must be made and outstanding balances should not exceed £200. Irrespective of your payment frequency all accounts must be settled in full at the end of each half term. Any outstanding balance remaining at the start of the new half term will result in your child(ren) not being able to attend the club until the bill is settled in full. Any accounts not settled in full after this time will be referred to Hampshire County Council Debt Collection agency.

You are able to pay using the following methods:

➢ Online via Arbor
➢ Childcare vouchers or Child Tax Free Savings Account

How to pay by Tax-Free Childcare Account

1. Set Up a Tax-Free Childcare Account: Apply online via GOV.UK to open an online childcare account for your child.
2. Add Your Provider: Add Poulner Infant as your registered childcare provider in your account.
3. Deposit Money: Pay money into your Tax-Free Childcare account (by bank transfer, standing order, or Direct Debit).
4. Pay the Provider: Use the combined balance in your childcare account to pay your wraparound care provider directly.
5. Reconfirm Every 3 Months: You must sign in to your HMRC childcare account every 3 months to confirm you are still eligible, or the support will stop.

Your payment is then transferred to Hampshire County Council, we request this payment from HCC and apply it to your child's arbor account.

To help with this process please email adminoffice@poulner-inf.hants.sch.uk with date of payment, amount paid and your Tax Free Childcare Account code. Thank you.

Late Collection Fees

Afterschool club finishes promptly at 5.45pm. If your child is collected after 5:45pm, the following late fees will apply: £10 per 15 minutes after 5:45pm thereafter.

By booking your child into the Treehouse Afterschool Club, you accept that you will be liable for late fees.

Parent/Guardian Signature …….

Print Name …….. Date ……