

Welcome to The Treehouse



Parent Handbook

About the club

The Treehouse out-of-hours play scheme operates from the school hall and is available to all pupils, aged 3-11, who attend Chorlton CofE Primary School.

Breakfast club is open from 7.45 – 9.00am, and After School club from 3.15 – 6.00pm weekdays.

Where there is sufficient demand we also offer Holiday Clubs throughout the year.

Our Aim

The aim of Treehouse is to provide high quality, affordable out of school care to the pupils of Chorlton C of E. We aim to achieve this by employing experienced, qualified play workers to care for the children; to provide a safe, fun, friendly and inclusive free-play environment; to reflect the interests of the children in our care; to ensure we maintain the Christian ethos that runs throughout the school.

What we offer

Treehouse follows the Playwork Principles as set out by Play England. This means that children are free to choose activities and resources as they wish when they attend our club. There will always be a wide selection of activities and resources including arts and crafts, construction, role-play, sports, dressing up, board games, and outdoor activities (weather permitting) to choose from. We also have one adult-led activity to choose from each day which the children can opt into. A quiet area is also provided for children who wish to do their homework or read.

The Team

The Treehouse is staffed by:

- Louisa Carcamo – Play Manager
- Emma Brogan – Play Worker
- Joanne Dale – Play Worker
- Claire Harris – Play Worker
- Raman Jairath – Play Worker
- Briony Bowden – Play Worker
- Nicole McLaughlin – Play Worker
- Jessica Blackledge – Play Worker
- Batool Pishvaiy – Play Worker

All staff have current Disclosure and Barring Service (DBS) certificates and complete annual safeguarding training.

Places

- All sessions must be booked in advance via School Gateway
- Payment must be made at the time of booking
- Places are available on a first come first serve basis

Consent

By booking onto a session, you are giving consent for Chorlton CofE staff to act on your behalf in an emergency with respect to your child. You agree to abide by the principles set out in this Treehouse Parent Handbook and in the Treehouse Policy.

We will adhere to the comprehensive set of policies, standards and procedures set by the governing body which are all available to view on the school website.

Fees/Payment

- The cost is £7 for Breakfast Club and £15 for After School Club
- Bookings go live for the full academic year ahead in the previous Summer Term
- Bookings for breakfast club close at 3pm the day before the session
- Bookings for afterschool club close at 12pm on the day of the session
- Emergencies may be accommodated after the cut off time at the discretion of the school administrator, depending on staffing ratios.
- The following payment methods are accepted: Childcare Vouchers, Bank Transfer, School Gateway, Tax Free Childcare, Childcare Grant Service.
- Paying via Tax-Free Childcare account or a childcare voucher scheme:
 - o Make your payment to the school as you normally would. Once the payment has been received, the school will credit the amount to your School Gateway account, which you can then use to pay for your bookings.
 - o Email the school office to confirm how much of your payment should be allocated to Breakfast Club or After School Club.
- Late collection will incur a charge of £5 per child for each 5 minutes. Frequent late collections and failure to pay may result in your bookings being suspended for the remainder of the half-term.
- The cost of places is subject to review / change by notice of the governing body.

Arrival / Departures

On dropping off/collecting your child at The Treehouse parents/carers must sign their child in and out using the register located at the entrance. Once signed in your child becomes the responsibility of The Treehouse staff and on signing out they are back in parental/guardian care.

Please inform us if someone other than a parent/carer is collecting your child. Your child will not be released unless prior notification has been given.

If you are going to be delayed collecting your child, please contact the Play Manager on The Treehouse mobile telephone number.

If for any reason, by law, a particular adult is not allowed to collect your child please ensure The Treehouse staff are made aware in writing.

If your child will not be attending a booked session for any reason, please inform us at the earliest opportunity. If we have not been informed, your child will be treated as missing and you will be contacted in accordance with Chorlton C of E's Safeguarding Policy.

Medical / Dietary information

Please update staff of any changes to medical conditions / dietary requirements and ensure necessary medication is kept in school.

If your child requires medication to be administered whilst at The Treehouse, then a permission form will need to be completed. A form can be obtained from the school office or via the school website.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and The Treehouse is fully insured. Our staff are trained in first aid and first aid boxes are kept on the premises at all times. First Aid responders are trained to provide accurate assessments of the condition of a child and make the appropriate decisions regarding their short-term care. Details of accidents are logged by the first aiders and a copy of the accident form is given to parents.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Play Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to the Club for 48 hours after the illness has ceased.

Food

Children are provided with breakfast in the morning and a light healthy snack at after school club. Water is available to drink at all times.

We meet individual dietary requirements and parental preferences wherever possible.

We promote independence by encouraging the children to self – serve and to then clear away after they have eaten. We use fresh ingredients and follow the School Food Standards. All food is prepared on site by the school's catering manager.

Behaviour

Children and staff have created rules for acceptable behaviour whilst at The Treehouse, these are displayed at the club for everyone to see. Our Behaviour Policy is directed from the school policy.

We follow the restorative process utilised within the school, and the children understand this and it is proven to be a successful strategy within the school. The Treehouse promotes the ethos of care, consideration and respect for everyone, including children, staff and visitors.

We encourage appropriate behaviour by: praising positive behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them; engaging children in activities; modelling positive, appropriate, inter-personal relationships.

The club also has procedures for dealing with unacceptable behaviour. If your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect

them from The Treehouse immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour; intimidation; behaviour intended to result in conflict. Our Club is a place of safety for the children who attend as well as the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour.

Equal Opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community. The Treehouse is inclusive and meets the needs of all who attend:

- We respect the diversity of our community and provide an inclusive environment.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.
- Ensure all children are included, regardless of gender, faith, ethnicity, ability or race.
- Provide a range of activities that give all children an opportunity to engage, regardless of their age or ability level.

SEN

We make every effort to accommodate and welcome every child. We will work in partnership with parents, carers, and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk assessed to ensure everyone's safety. Whilst we have trained, experienced staff regarding SEN children, we are unable to offer 1:1 support at the club.

Child Protection

We are committed to building a culture of safety in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure all staff are appropriately trained (For more details please refer to our **Safeguarding Policy**.)

Photograph Permission

Photographs of children are occasionally published in 'The Treehouse' section of the school website. If you have any objection to an image of your child being published, please inform the school office. All photographs will be anonymous and publishing will be in line with our school Safeguarding Policy.

Fire Evacuation Procedure

Emergency evacuation drills are carried out once every term and reported to the governors. We follow the same procedure as the School so the children are well rehearsed.

Queries / Complaints

If you have any queries, comments, or need to discuss any matters concerning your child, please speak to the Play Manager or any other member of staff. If you would prefer to arrange a more convenient time for a meeting, please speak to the Play Manager.

Complaints should be raised with the Play Manager in the first instance. Normal school complaints procedure should be followed if you are not satisfied with the response. This can be found on the school website.

Your child's place can be withdrawn at any time if a member of staff or management feels that they are being intimidated by a parent/guardian.

Contact Information

Telephone – **07538 833687**

Email: admin@chorlton.manchester.sch.uk

Text or call the Treehouse mobile phone if:

- Your child is not attending Treehouse
- Someone other than a parent/carer will be collecting your child
- You are going to be late collecting your child

Email or call the school office on 0161 881 6798 if:

- You require assistance to book onto sessions using School Gateway
- You need to cancel a session outside of the booking cut off time

Please feel free to come and discuss the club with us at any time. The Play Manager is happy to listen to any ideas you might have, concerning activities, charitable donation of equipment etc. We'd love to hear from you!