



Lawn  
Primary  
School

# Tree House Club

## Information and Registration Forms

For office use only:

Child's Name	
Admin Fee	
Twitter	
Medical	
ICE	

Norbury Close, Allestree, Derby DE22 2QR

Telephone: (01332) 550178

Email: [admin@lawn.derby.sch.uk](mailto:admin@lawn.derby.sch.uk)

Website: [www.lawn.derby.sch.uk](http://www.lawn.derby.sch.uk)



National Support School  
designated by



National College for  
Teaching & Leadership



## Our Pledge to you

We value our relationship with parents, (by parents we include guardians, foster parents and others who have care responsibilities for children) and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Keep you informed of opening times, fees and charges
- Be consistent and reliable, to enable you to plan with confidence and peace of mind
- Listen to your views and concerns to ensure that we continue to meet your needs
- Keeping your child safe in line with all School Policies

## Opening Hours

Our breakfast club will operate from 7.00am until 8.45am when the children go into school. Our After School club will operate from 3.30pm until 6.00pm. Both clubs will run from Monday to Friday. Our inset days will operate from 7:30am until 5:30pm.

## Admission

At present we can take up to 40 children per session. There is no minimum number of sessions you can book each week. Should you fail to take up your requested sessions when offered, you will be placed on to the waiting list again. If you do not take up our offer of a second time, then your name will be removed from our waiting list.

Please note: you will only be placed on the waiting list when you have paid the registration fees.

## Fees

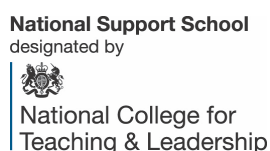
For each child, you will be asked to pay a registration fee of £5.00 to cover administration expenses.

Fees for each session are as follows:

**Breakfast club including breakfast will be £6.00**

**After School Club including a light tea will be £10.00**

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Fees are payable in advance of 4 weeks. If you use the club ad-hoc you will be invoiced for sessions attended since the previous invoice. The fees can be paid by either cheque, cash or by using childcare vouchers. Fees are asked to be paid within 21 days of issue of invoice, failure to do so will incur a late payment charge of £10.00 for each 7 days the invoice remains unpaid.

Late charges will apply for children not collected at the end of each session by 6.00pm.

Fees will be reviewed annually by the Senior Leadership Team and Governing Board and parents will be informed of any changes at least one month before implementation.

## **Funding**

Childcare vouchers are available for use. Please discuss this option with the Before and After School Club Supervisor.

## **Exchange or Booked Sessions**

You can book extra sessions on the day when needed, dependent upon availability. These additional sessions will be added on to your next invoice. Also if you wish to exchange a session you can. If you wish to cancel any sessions, you must give four weeks notice or fees in lieu.

## **Collection at end of sessions**

Please collect your child by 6.00pm. If you are late picking your child up at the end of a session, a £20.00 penalty will be added to your bill and an entry made in the late book. If late collection becomes frequent, the Before and After School Supervisor will have an informed chat with you to resolve the problem. If this fails, the matter will be referred to the Senior Leadership Team. As a final resort, parents will be asked to withdraw their child from the club.

## **Record Keeping**

At the end of this pack there is a registration form to complete. A registration form must be completed for each child before they attend their first session. All information given on this form is confidential. Parents must inform the Club Supervisor of any changes of circumstances, especially change of contact numbers or address.

## **Sickness**

Fees are still payable for your booked sessions even if your child is absent due to illness unless he or she is hospitalized, in which case a copy of the hospital discharge notes will be required as proof. Fees will only be cancelled for the day/s your child is actually in hospital.

## **Administration of Medicines**

All administration of medicines will be in line with the current school policy.

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## **Jewellery/Accessories**

The ONLY items of jewellery allowed in school are watches and small stud earrings, or items of a religious significance. All other items of jewellery are considered unsuitable for the club on the grounds of health and safety.

If you are considering having your child's ear pierced, please arrange for this to be undertaken at the beginning of the 6 week summer holidays.

Make-up, including nail varnish and adhesive tattoos should not be worn to the club. Hairstyles should be appropriate for school, e.g. hair should not be dyed a bright colour or be shaved in a style that incorporates patterns.

## **First Aid**

All staff are qualified in administering basic first aid. If they consider it necessary, they will contact you to take your child to the doctor or hospital. If it is impossible to get hold of you, or your named contact, and the staff believe it is necessary for your child to go to hospital, they will call 999 for an ambulance. All accidents however minor are recorded in the accident book. Please ensure you complete the slip and return to the club.

## **Head Lice**

If we find head lice in your child's hair, you will be informed and asked to treat your child before he/she returns, in line with school procedures. Infestation is no reflection on personal hygiene, so please do not feel embarrassed.

## **Safeguarding**

We make strenuous efforts to ensure that all the children in our care prosper in a safe and protected environment.

All our staff are trained in Safeguarding procedures, and all employees, every volunteer helper and each of our Governors are subject to DBS checks before they are allowed to have our access to our pupils. Staff and Governors are trained in Safer Recruitment procedures to ensure that our interview and appointed process is rigorous, thorough and safe.

Please refer to our Safeguarding policy which is available on our website, from the School office or Out of Hours Supervisor.

Our Designated Safeguarding Leader is Mrs Sarah Allison – Headteacher

In Mrs Allison's absence, Mrs Donna Hallam – Deputy Headteacher

Our Safeguarding Governor is Mrs Amanda Clarke

If you wish to speak to Mrs Allison, Mrs Hallam or Mrs Clarke please contact the school office.

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## Site Security & Health & Safety

Our grounds are secure. Access to the site during club hours is only possible through the key stage 2 gate, leading down to the Davies Hall. This is operated by a buzzer system which enables staff to see who they are letting in.

We have well-established systems for Health and Safety in all aspects of the life of the school. There are detailed risk assessments for all activities. Each year we are subject to an independent Health and Safety audit carried out by the Local Authority and the Governors monitor our procedures very closely throughout the school year.

## Equal Opportunities

The school that operates the club is an equal opportunities employer, and operates an equal opportunities policy towards parents and children also. All are regarded as individuals regardless of sex, race, colour, gender, religion and culture, ethnic origin or any form of disability or sexual orientation.

## Behaviour Management

All behavior management systems will be in line with school policies.

## Fair Processing Notice for Parents/Carers

The Tree House Club processes data about its' pupils and is a "data controller" in respect for this for the purposes of the Data Protection Act 1998. Information about our pupils to our local authority [LA] - Derby City Council - and the Department for Education [DfE].

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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If you need more information about how our local authority and/or the DfE collect and use your information, please visit:

- our local authority ([www.derby.gov.uk](http://www.derby.gov.uk)) or
- the DfE website at Data Protection – how we collect and share research data ([www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data))

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Information Governance  
Derby City Council  
Council House  
Corporation Street  
Derby DE1 2FS

Email: [Information.Governance@derby.gov.uk](mailto:Information.Governance@derby.gov.uk)  
Tel: 01332 640763

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Tel: 0370 000 2288.

[http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtectionInformation\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtectionInformation_sharing_schools_fair_processing.htm)


## Complaints

We hope that an ongoing dialogue between parents and the staff of The Tree House Club should be sufficient to resolve the majority of concerns or worries. However, occasionally appointments will need to be made to discuss more issues more formally with the Headteacher.

It is expected that the majority of questions and anxieties can be dealt with in these ways. However, if complaints cannot be resolved, then a formal procedure involving Governors can be invoked, a copy of the Complaints policy is available from the school office.

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## THE TREE HOUSE CLUB REGISTRATION FORMS

(Please read carefully before signing and return with a non-refundable £5 admin fee ensuring you have completed all paperwork enclosed)

Please select which session you are requesting for your child: Date of first session- \_\_\_/\_\_\_/\_\_\_

### Before School Club

Monday	Tuesday	Wednesday	Thursday	Friday

### After School Club

Monday	Tuesday	Wednesday	Thursday	Friday

Alternately if you are unsure or require different days each week please tick this box  (note that ad-hoc sessions are only available subject to availability)

Once we receive this paperwork with a £5 admin fee your child is able to start with us and the following rules apply.

1. The place will now be confirmed on receipt of a non-refundable registration fee of £5.00.
2. Fees are payable a month in advance by cheque, cash or childcare vouchers. Late payment of invoices will incur an additional charge.
3. A **£20.00** levy is incurred if your child is picked up late from any session.

Please delete as appropriate:

I hereby give/do not give permission for my child's image to be used on the public Tree House Club Twitter account (@\_TreeHouseClub\_)

I hereby give/do not give\* permission to staff at The Tree House Club to give First Aid Treatment to my son or daughter in case of emergency during the club. I authorise the club staff to sign any written form of consent required by the hospital authorities if the delay in getting a signature is considered by the doctor to endanger my child's health and safety.

I hereby declare, that I undersigned, understood the contract as set out above. I accept that it is legally binding, and that the information I have given is correct is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

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**The Tree House Club,**  
Lawn Primary School  
Norbury Close, Allestree, Derby DE22 2QR  
Telephone: 01332 550178 ext. 4

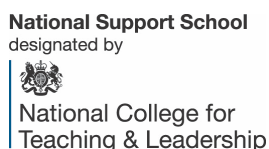
**PERSONAL INFORMATION FORM – STRICTLY CONFIDENTIAL**

All children who attend the club must be registered with us. Children will remain at the club until collected by a named adult.

To be completed for each Child:

Full Name of Child	Date of Birth
Mother's Name	Father's Name
Position of Child in family (eg 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> of .....) Name of brothers and sisters	
Home Address of child:	Home Address of parent (if different to child):
Post Code:	Post Code:
Telephone Number home:	Mobile Number:
Email Address:	
Parents workplace addresses (in case we need to contact you during working hours)	
Mother (Name _____)	Father (Name _____)
Telephone:	Telephone:
Names of other persons authorised by parents to collect the child if different from above (children will only be allowed to leave with a named person)	
1.	Telephone:
2.	Telephone:
Name of Family Doctor:	
Surgery Address:	
Telephone:	

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Does your child have any known medical conditions or allergies? Please give details:			
Please answer the questions below:	Yes	No	Date
Has your child been immunized against:			
Diphtheria Whooping cough Tetanus Polio Measles HIBS			
Has your child had any major illnesses or operations that we need to know about?			
Has your child any ongoing health problems?			
Does your child have any special educational needs?			
Does your child have any special dietary requirements?			
Do you have any special requests in terms of religious observances, food, clothing, health etc?			
Is there any background information on your child which may help us to understand him/her better, eg siblings, pets, fears, special words for things, or even recent family event which you feel may have affected your child?			

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## Tree House Club- Inset Day Sessions- Parental Agreement Contract

Unless stated differently within this contract for inset day sessions, all items within the 'Tree House Club Parental Agreement Contract' (including Safeguarding) that you have signed remain the same.

### Opening Hours

Our inset day sessions will run from 7:30am - 5:30pm for a full day. Morning sessions will be 7:30am – 12:30pm. Afternoon sessions will run from 12:30pm – 5:30pm.

### Fees

Full day session (including breakfast, lunch & tea) = £30

Morning session (including breakfast & lunch) = £18

Afternoon session (including lunch & tea) = £18

Fees will need to be paid at least two weeks before each session. The fees can be paid either by cash, cheque (payable to Derby City Council), childcare vouchers or BACS transfer. Failure to pay two weeks prior to inset day session will result in your child not having a place, even if you have completed a booking form.

Late charges of £20 will apply for children not collect at the end of each session by 5:30pm.

10% sibling discount applies for inset day sessions.

### Exchanging Sessions

If you would like to swap, exchange or cancel an inset day session, a two week notice period is needed. After this period you will not be eligible for a refund/swapped session.

### School Uniform

During inset day sessions your child is not required to wear school uniform. However, our current jewellery policy remains- ONLY items of jewellery allowed in school are watches and small stud earrings, or items of religious significance. Make up/ nail varnish should not be worn.

### Site Security

Our site remains secure on inset days. Access for parents on inset days will be through the main KS2 gates (leading down to the Davis Hall), which can only be opened if buzzed by a member of staff.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

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