



St Bartholomew's C of E Primary School

Treetop's Wrap Around Care Information 2026 - 2027

St Bart's wrap-around care, Treetops, exists to provide high quality out-of-school hours childcare, to support parents and carers. We provide a range of stimulating activities to enable children to be active and creative in a safe, fun environment.

Breakfast club operates from 7.30am until the start of school each day and our after-school provision, operates from the end of the school day until 6pm (5.30pm on a Friday). The charges for these sessions are:

Breakfast Club,
£6.30

After-school
Mon to Thurs - £12.60
Friday - £15.00

Please note:

- Only children attending St Bartholomew's C of E Primary School are eligible to attend the Breakfast and After School Club.
- All places are subject to availability.
- A registration form must be completed prior to the child's commencement at either club.
- The school operates a 1:13 staff ratio and this will be adhered to at all times for the safety of your child/ren.
- Short notice / Adhoc bookings - we will be happy to take adhoc / short-notice bookings if we have room and provided we are still within the required staff/ child ratio.
- Due to the demand for places, you may be placed on a waiting list until a space is available.
- The above charges will be reviewed annually.

Any money raised will be reinvested into the school, resources and activities for the wrap around care provision.

Breakfast Club

- ✓ Breakfast Club opens at 7.30am.
- ✓ Food is served until 8.20am.
- ✓ At 8.30am children in Foundation Stage and Key Stage 1 are taken to their classrooms.
- ✓ At 8.40am children in Key Stage 2 are sent to their classrooms.





After School Club

- ✓ Open from the end of school until 6pm Monday to Thursday and 5.30pm on a Friday.
- ✓ Any late collection after 6pm will incur a late collection charge (£10 every 15 minutes to cover the cost of staffing/ supervision).
- ✓ After school, children in Foundation Stage and Key Stage 1 will be taken to the care provision by the class teacher or a member of classroom support staff. Pupils in Key Stage 2 make their own way to be registered.
- ✓ A snack and drink is provided for all children around 4.30pm.
- ✓ If your child is attending an extra-curricular club at the school, you will still need to pay the full fee for your booking; but we are able to collect them from the club when it has finished.

Behaviour

The school's Behaviour Policy follow through into extended school sessions, including our CARES values. Copies of these are available on the school website - alternatively, an e' mail or paper copy can be requested.

If a child displays poor behaviour choices, we will communicate this and seek to work with you, from the earliest opportunity. In the event that a child's actions and behaviour continue to impact on the safety and/ or welfare of themselves or others (including the Treetops staff team), a 4-step process to help manage this will be initiated. Where incidents are frequent and persistent, your child may be asked to no-longer attend childcare provision.

Attendance at the Breakfast and/ or After-School Club is consistently reviewed, to ensure that it meets the needs of the children. If we believe that attendance is not supporting the emotional well-being and development of your child, their self-esteem or confidence - or that it is subsequently impacting adversely on their learning and/ or progress throughout the school day - we reserve the right to review their attendance with you.

First Aid

- All incidents are dealt with by a qualified First Aider.
- All accidents are recorded in the accident book. A duplicate copy of the entry will be given to the Parent /Carer and also relayed to you at collection.
- Parents/ Carers of a child who becomes unwell during the their time in extended care, will be contacted immediately. If a child is sent home ill during school hours, please contact the school to cancel your child's place at the club (otherwise you will be charged for this).





Bookings

Parents who have requested regular bookings - these will be made for you and you will receive a confirmation email once they have been made so you can double check them on Arbor.

Parents that require adhoc bookings - you can book spaces via Arbor. Please click on the link below for guidance on how to do this :

<https://support.arbor-education.com/hc/en-us/articles/4407797520017-Signing-my-child-up-for-a-Breakfast-or-After-School-Club-on-the-Parent-Portal-or-Parent-App>

Location

For most sessions, the breakfast and afterschool provision will take place in the school hall. There may be some occasions when the location changes but we will aim to notify you in advance of this.

Access to the hall is via the green gate (top corner of car park, near the school field). You will see the 'Treetops' doorbell (image below) and you can use this on arrival - in the evening, the green gate will be locked for security reasons. For morning sessions, it is unlocked so that you can take your children to the school hall to be dropped off. **We ask that you hand your child over and register them in the morning - please do not leave them to make their own way there from the car park.**



Car Park

Parents/ carers can use the school car park up until 8am. After this time, they should no longer drive into the car park area as staff use this and parking increases.





Contact Information

Contact information for Treetops is as follows...

Treetops mobile number: **07886259934**

Treetops email: **treetops@st-bartholomews.leics.sch.uk**

You can also contact us via the main school office if needed.

Please note - the mobile phone (listed above) and email account will not be monitored 24 hours a day, only during the school day.

Payment of Fees

- Fees can be made by Childcare Voucher or by paying direct on Arbor.
- All bookings should be paid for monthly and within 7 days of the last day of the month, i.e for bookings for May payment should be received by 7th June .
- No fees are payable on school closure days.
- Booked places are to be paid for even if the child does not attend in line with the terms and conditions.
- Sibling discounts - a discount of 10% will be given on the above fees, for bookings for second and subsequent children in the same family attending the same session. A credit note will be added to your account in relation to this discount monthly.
- Any amendments to your bookings require four term time weeks notice and we will advise you if we are able to accommodate your request.
- We will accept **Tax Free Childcare / Childcare Vouchers** as a form of payment. A list of the providers we are currently registered with includes: Government Tax- Free Childcare Vouchers, Edenred, Caboodle, Kiddi-vouchers, Care-4, Computershare, Enjoy Benefits

