

EXTRA SESSIONS AND ONE-OFF SESSIONS / AD HOC

Breakfast club
7:45am until school starts
£6.25 per session

After school club
2:45pm until 6:00pm
£16.50 per session

Extra sessions required in the month are charged at a higher rate. This is due to administration cost. Extra sessions must be agreed by a manager if there is availability.

Your child must be enrolled before a session can be offered.

DISCOUNTED PRICES FOR ADVANCED BOOKINGS

(Booking forms must be completed and received by the 1st of each month)

Breakfast club
7:45am until school starts
£5.00 per session

After school club
2:45pm until 6:00pm
£13.25 per session

Your child must be enrolled before a session can be offered.

We accept various voucher schemes to help towards the cost of your childcare.

Please see our website for more information or email our office:

www.treetopchildcaremk@gmail.com - treetopchildcaremk@gmail.com

Payments can be made by cash or by bank transfer:

HSBC: Tree top childcare
Account number: 42726459 Sort code: 40 33 33

Terms and conditions

- A registration form must be completed and a non-refundable enrolment fee of £20 per child is to be received before a place can be allocated. Your registration fee will contribute towards the cost of the office administration, and individual equipment for your child. Each child at Tree top childcare will be allocated their own box of items which will contain pens, pencils, children's scissors and other items to use within the session time. An updated registration form and enrolment fee is due every school year.
- It is the responsibility of the parents / carers to ensure all details on their registration form are accurate and kept up to date informing us of any changes.
- A completed monthly booking form and payment must be received by the 1st of each month to receive our discounted prices. Discounted sessions are offered on a first come first serve basis. If the club has to close because of circumstances beyond our control we will not be able to refund fees or swap the pre-booked discounted sessions.
- (One off, ad hoc sessions.) Ad hoc sessions must be pre-booked with a leader or through the Tree top childcare office before your child is allocated a place. Ad hoc sessions are charged at a higher rate due to administration. These sessions can be booked and paid for at short notice if there is availability.
- In the event where an overpayment is made in respect of a fee, the credit balance will be used to offset the balance on the next invoice. A £5 administration fee will be applied.
- Fees are to be paid for the sessions your child is booked for, regardless of whether your child attends or not. It is not our policy to care for unwell children who should be at home until they are well enough to return to the setting. If your child becomes unwell during the session time an agreed parent or carer will be contacted by a member of our team. Your child must then be collected promptly from the setting.
- Tree top childcare accept various voucher schemes to help you towards the cost of your childcare. Please see our website for more details. Voucher payments cannot be refunded once they have been received. We are happy to fill out forms or provide a letter so you can claim towards the cost of your childcare. We do not charge for this service if your request is within the first month of booking. After this time an administration fee will be charged.
- Breakfast is served until 8:25am, this is so children have enough time to eat before school starts. We offer a snack at our After School club sessions. Prior arrangements must be made with a Tree top childcare leader if families wish for their children to eat food from home. Tree top childcare does not permit nuts or seeds from home.
- Medicines can only be administered if the correct paperwork has been completed and agreed by a Tree top childcare leader. Families must make a separate arrangement with the school.
- Children must be collected promptly by 6:00pm as the school has to be locked. Children that are collected late will incur a late charge. This is to cover the cost of two staff members. Continuing late collection could put your child's place at risk.
- Children must be dropped off and collected by a person over 14 years old.
- Families are not permitted to use mobile phones or electronic devices near the setting.
- Prior arrangements must be made with a member of staff if bringing or collecting a bike / scooter where access is required. Bikes and scooters should be locked. It is not permitted that children bring their own toys from home. This is because they may get lost or damaged. Tree top childcare take no responsibility for items.
- It is the responsibility of parents / carers to check their child's book bag for daily letters and information.
- It is not always possible for the Tree top childcare mobile phone to be answered. Please leave a message if your call is important. Our office staff are happy to assist through email.
- The parent / carer who has signed our registration form is responsible for all payments.
- Prices are subject to change within the school year.