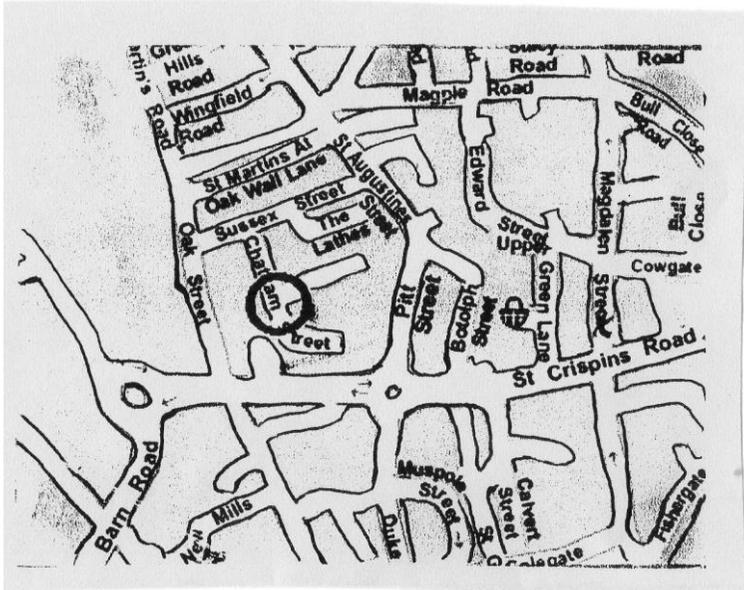


## HOW TO FIND US



# TREEHOUSE AFTER SCHOOL CLUB



For an application form please contact

TREEHOUSE CHILDREN'S CENTRE  
30 CHATHAM STREET  
NORWICH  
NR3 3DN  
Tel: 01603 665740

CENTRE MANAGER  
MRS SALLY AVERY B.Ed (Hons)



## **COLLECTION PROCEDURE**

It is vital that you notify the club if your child is being collected by anyone other than those people authorised on the record sheet. Children will not be permitted to leave the centre with anyone for whom authorisation has not been given. Please ensure that your child is collected promptly and telephone the Centre if any delay is envisaged. An additional charge of £5.00 will become applicable for collections more than 15 minutes after the Centre closes.

## **TREEHOUSE AFTER SCHOOL CLUB**



Established in 1986, Treehouse After School club provides high quality childcare for parents who are working or in further education. Treehouse caters for children aged 4 - 14 years who are in full time schooling. Children are collected from a number of schools throughout the city by Treehouse minibuses and Bestway Taxis. A list of these schools is included in this leaflet.



## **HOURS OF OPENING**

During term time, the club opens at 3.00 pm and closes at 6.00 pm. During school holidays, Treehouse is open from 8.30 am - 6.00 pm and further details of this facility are available upon request. We are open 49 weeks of the year, closing for one week at Christmas and for the last two weeks of the summer holidays.



## **STAFFING**

The Centre is managed and run by a well experienced team of staff which includes qualified teachers, playworkers and childcare practitioners.

There is one paid member of staff to every 8 children, supplemented by voluntary workers and students. All staff and volunteers are checked by Ofsted. A daily attendance register and comprehensive records are kept on each child. Full public employer liability is provided.



## **ACTIVITIES**

The following activities are included in the weekly programme. Art and Craft, Table Tennis, Park Outings, Large Construction Toys, Books, T.V. and Videos, Board Games, Cookery, Pool, CDT, Computer and Sand, Music and Drama.

There is a large main room which is subdivided for different activities and a smaller room for quieter pursuits such as reading, homework or individual craft. We also have a kitchen which is used for



## **CANCELLATIONS**

If you need to cancel a session that your child normally attends, please ensure that you contact Treehouse by 1.00 pm at the latest on the cancelled day so that we can notify all the relevant parties. It is your responsibility to inform the school that your child will not be attending Treehouse. If your child's school is closed for a Staff Training Day you may bring your child to Treehouse from 3 pm or cancel the session. You will be charged for such days unless Treehouse is also closed for staff training.

If you wish to permanently cancel your child's place at the club or change your days, two weeks written notice will be required. You are liable for all fees until the two week period has elapsed. School holiday bookings are made separately and you are not required to book the same days as are reserved for your child in the After School Club. Refunds cannot be given if your child is unwell and unable to attend.



## **FEES**

The fees are £8.00 per child per session (including transport from school) and are paid weekly in advance. The setting is a registered provider for Tax Credit Childcare charges. If you provide your own transport from school, the fees are £6.00 per session.



## **REFRESHMENTS**

Upon arrival at Treehouse, children are provided with a snack meal (sandwiches, crackers, wraps, pitta bread with various fillings and fruit) a drink. There is also a 'tuck shop' from which fruit, crisps and chocolate can be purchased.

cookery and group craft sessions. There is a large play area outside with a concrete area for bats, balls, sand and water play and a grassed area with a climbing frame and Treehouse. At the back of the building is Gildencroft Park which is regularly used for outings to enable the children to play rounders, football or cricket and to access a variety of equipment.

The children are encouraged to take personal responsibility for their actions and to respect each other, the staff and the equipment within the building. The atmosphere of the centre is informal and recreational whilst also maintaining a clear code of conduct.

Many of the activities are mixed in age range but some are specific to either those children aged 4 - 7 years or those aged 8 - 14 years. Designated staff members works with each activity and age range to provide close support for the children.

As the children become older they are entrusted with greater independence to prepare them for adolescence and adult life. You are always welcome to discuss any matter pertaining to your child with the staff.



## **AVAILABILITY**

Treehouse After School Club has places for 48 children in each session. Children's names can be placed on the waiting list from four years of age. Sometimes we can offer a place immediately upon application. This depends on the school concerned and availability at the time.



## **SAFEGUARDING**

Everyone working with children has a "Duty of Care" to keep children safe and protect them from harm. This means that adults have a duty to report any child protection or welfare concerns to Children's Services.

Mobile phones must not be used within the premises.

The After School Club has written policies including the following: Admission, Modifying Unacceptable Behaviour, Health and Safety, Safeguarding, Special Educational Needs and Equal Opportunities. Please ask if you would like copies of any of these.

The Safeguarding lead practitioner is Sally Avery. Samantha Morrison is the Deputy SLP.



## **TRANSPORT FROM SCHOOL**

We provide transport for children from the following schools:

Infant Schools

Angel Road, Lionwood, Mousehold, Catton Grove, Trowse,

Junior Schools

Angel Road, Lionwood, George White, Catton Grove, Wensum

If the school your child attends is not on our collection list, or our transport is full, you can provide your own transport (e.g. alternative taxi company) and will be eligible for a discount. We may be able to provide transport ourselves for schools not on our list if there is sufficient demand.