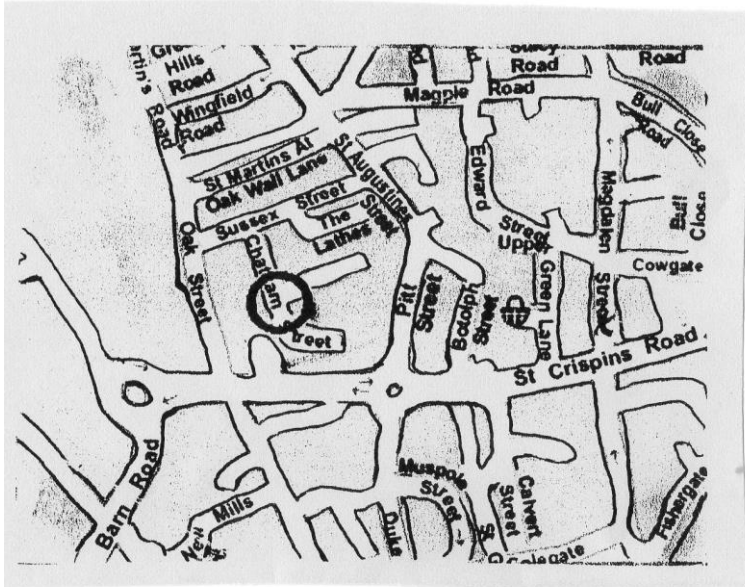


## HOW TO FIND US



# TREEHOUSE HOLIDAY PLAYSCHEME



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)



## **CANCELLATIONS**

If you need to cancel a day you have booked you will be entitled to a refund if you inform Treehouse by the given cancellation date (approximately one week before the commencement of the scheme). After this refunds can only be given if another child is waiting for a place. You will not be refunded if your child is unwell and unable to attend.



## **COLLECTION PROCEDURE**

It is vital that you notify the Treehouse 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 your child is collected promptly and telephone the Centre if any delay is envisaged. An additional charge of £5.00 per child will become applicable for collections more than 15 minutes after the Centre closes.

Please ensure that the chain on the external gate is replaced upon entering and departing. The front door needs to be closed at all times unless the children are at play outside (green flag).

## **TREEHOUSE HOLIDAY PLAYSCHEME**



Established in 1986, Treehouse has a Nursery and After School Club during term time and a Playscheme during the school holidays. Treehouse is registered and inspected by Ofsted.

The playscheme offers quality childcare for 4 - 14 year olds. It operates throughout the main and half term holidays, except for the final two weeks of the summer holidays and one week at Christmas.

Opening hours are 8.00am - 6.00pm, Mondays to Fridays.

## 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 eight children; all staff and volunteers are DBS checked. Full public employer liability is provided.

## TRANSPORT



On all our outings requiring transport we travel by Treehouse minibus. If your child is travel sick please inform us.

## 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

Treehouse 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.

## FEES



The fees are £25.00 per day per child. A half day (8am-1pm/1pm-6pm) at £15.00. Outings and some workshops carry an additional charge. Most of these are optional.

### **AVAILABILITY**



The playscheme provides places for 48 children. Children can start at the Centre from four years of age. As many or as few days as required may be chosen subject to availability and payment is due upon booking.

### **ACTIVITIES**



The following activities are provided on a regular basis throughout each week:-  
Art and Craft, Table Tennis, Park Outings, Large Construction Toys, Board Games, Cookery, Pool, CDT, Computers, Table Football, Wii and Computers.

Alongside these are outings to the Cinema, Skating, Swimming, Bowling, Drama/Puppet/Circus Skills Workshops. Theme Days, Orienteering and Day Trips to various places such as the Dinosaur Park, Wildlife centres and Pleasurewood Hills.

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 cookery and group craft sessions.

There is a large play area outside with a concrete area for bats, balls, sand and water play area outside 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.

## REFRESHMENTS



A drink, fruit and a biscuit are provided mid morning and afternoon. Parents are requested to send their child with a packed lunch each day, to include, sandwiches/rolls and fruit. It is requested that chocolate bars, sweets and fizzy drinks are not included in packed lunches.

A tuck shop is also available in the afternoon from which fruit, crisps and chocolate can be purchased. Alternatively a snack labeled with the child's name can be placed in the snack box for the afternoon break.

