

An Academy School
Part of



Headteacher: Mrs R Lee

Hartford Infant and Preschool & Hartford Junior School
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Free Breakfast Club Terms and Conditions [From Easter 2025]



To provide the best possible childcare at Hartford Infant and Preschool's **Free Breakfast Club** it is necessary to have certain **Terms and Conditions**.

We have endeavoured to keep these to a minimum and to ensure that they are fair to both parents/carers and the school.

To indicate that you are happy to accept these Terms and Conditions, please sign and return the last page of this document to the School Office along with your signed copy of the **Safeguarding Children** document and a completed **Registration Form**.

Breakfast Club [Term time only] 8.15am-8.45am [free] Monday to Friday
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There will be no Treehouse Club service provided on INSET days, Public Holidays or in school holidays. There may also be occasions where Treehouse Club is closed due to staff training. We will endeavour to give plenty of notice for this.

Spaces

There is **no limit** to the number of children for the **Free Breakfast Club** sessions, however we do ask you to book your children in, so we are able to facilitate the correct ratios of staff.

Attendance

Parents wishing to use the facility must have signed the Terms and Conditions and Safeguarding Children documents and completed a Registration Form. We will then send a **unique code** for you to sign up to the **SCOPAY app** where you can book any required sessions for your child.

Bookings

Children already registered with the Treehouse Club:

At the end of each school year, we will send updated terms and conditions and safeguarding forms for the children already attending the Treehouse Club for the next school year. These must be returned to the Treehouse Club or the School Office before you will be able to book sessions on SCOPAY. Once the forms are returned to the school office you will have access to book sessions online for the next academic year.

New Starters:

Any new starters wishing to take up sessions either at the start of, or *during* the school year must sign to agree to the **Terms and Conditions** and **Safeguarding Children** documents and complete a **Registration Form**. We will then send a **unique code** for you to sign up to the SCOPAY app where you can book any required sessions for your child.

All sessions need to be booked by parents via the SCOPAY app. Sessions can be booked from 2 days in advance, so for example, on a Monday the earliest session you could book, would be for a Wednesday. We are not able to book sessions in school so you will need to ensure that you book your child in for the required sessions.

Emergency Closure

Occasionally it may be necessary to close Treehouse Club due to circumstances beyond our control. This will include a local lockdown or Covid 19 outbreak.

Food

Breakfast club offers a variety of fruit, cereals and toast. **Please note:** If your child arrives for breakfast club after 8.40am the main breakfast provisions may have been cleared away in order to prepare the children for transfer to classrooms. The staff will assist children individually if they require a light breakfast snack after this time. Fruit will be offered at break time.

Behaviour

Whilst children are attending Treehouse Club, we expect them to:

- Adhere to Hartford Infant and Preschool & Hartford Junior School's Behaviour Policy
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Follow the Golden Rules.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner as per the Behaviour Policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carers.

Mobile Phones

We do **not** use personal mobile phones within school from 7.45am - 5.45pm. Please refrain from taking calls, texting, using social media or taking images of anything in school unless it is with prior arrangement with the Headteacher. Please support us with this to avoid any embarrassing conversations.

Review

The Treehouse Club reserves the sole right to amend the **Terms and Conditions** at any time to comply with legislation or operating requirements. Parents/carers will be notified of any changes in writing, and these will supersede all preceding Terms and Conditions. If you have any queries regarding bookings, availability, charges or payment, please contact the Infant School, tel: 01480 398046 or finance@hartfordinfantschool.org.



To be returned to school:

**Free Breakfast
Terms and Conditions
[From Easter 2025]**

I have read and accept the above Terms and Conditions:

Parent/Carer Name (please print)

Parent/Carer Signature **Date**

Child/ren's Name(s)