



Tree Tops Clubs are delighted to be running a breakfast and after school club St Peter's CofE Middle School. Tree Tops Clubs offers good quality, fun, active and affordable out of school clubs across the South East in a safe and caring environment. All our sites are Ofsted registered and our staff team is carefully recruited following safer recruitment procedures. Members of the team are DBS checked, trained in Safeguarding, First Aid, Health and Safety as well as Behaviour Management. Senior staff hold qualifications in childcare or Playwork and are regularly supervised with CPD being carried out all our staff. Please visit our website <http://www.treetopsclubs.co.uk> for further information.

Tree Tops Clubs runs an online booking system and all parents attending our breakfast and after school clubs are to register and book their sessions on our online system. The link to our system is <https://treetopsclubs.kidsclubhq.co.uk/rdr?u=homer> or you can visit our website.

Tree Tops Clubs runs two different types of booking patterns and accepts various payment methods. Please see the information below regarding our booking patterns and payment methods. If you have any queries regarding your bookings, sessions or invoices, please email our head office team on info@treetopsclubs.co.uk who will be happy to help.

Regular Bookings: If you wish to book your child/children in to a regular booking pattern i.e. the same day and session time each week then please click the "**My Contract**" button and put in the weekly days sessions you would like and when you would like the contract to start. This will then be approved by the Admin Team and the system will send you confirmation of your booking pattern which kindly check. Your booking pattern will roll on every month. **Please note we require one month's notice in writing of any changes or amendments to your booking pattern or if you wish to cancel the booking. You will need to email the Admin Team on info@treetopsclubs.co.uk for any changes or cancellation to your contract booking.**

Ad Hoc Bookings: If you wish to book Ad Hoc sessions please click on the "**Ad Hoc**" button and you can select the day and session time. Ad hoc bookings will close at 12:00pm daily and **all** ad hoc bookings must be paid for at time of booking and please see payment methods below. Please note **Ad Hoc bookings carry a £1.00 additional charge, are subject to spaces, cannot be swapped and are non-refundable.**

Invoices: If you have a contract booking you will receive an invoice for the sessions for the first month as soon as your contract is approved. Invoices are sent out round the 16 of each month for the following month's sessions and the system will send this out automatically. Invoices are to be paid within 10 days of the date of the invoice.

Payment: Payment can be made by credit/debit card, bank transfer, childcare vouchers or tax-free childcare. If making payment by tax-free childcare, please arrange to let us have your unique tax reference number so we can cross reference the payment to your account.

If parents are running late or wish to speak to our staff team please find the mobile number below. Please note this operates during club opening times and our staff team may be busy looking after our children. Please ensure that you pick your child up at the correct session time and if you need to extend your session time, then please contact our head office. All children are to be collect at 6:00pm. Our late collection fees are £1.00 per minute per child.

| Tree Tops Clubs Site Mobile Number | |
|------------------------------------|--------------|
| St Peter's CofE Middle School | 07762 809780 |

Tree Tops Clubs Area Manager for St Peter's CofE Middle School is Erin Limbrick and her email address is: erin@treetopsclubs.co.uk