



26<sup>th</sup> April 2018

Dear Parents and Carers

Tree Tops are delighted and excited to be the new Wrap Around Care provider (Breakfast, After School and Holiday Club Provider) at St Wilfrid's CE Primary School from September 2018.

I would like to introduce myself, I am Nick Mealey and I am the Managing Director for Tree Tops and Wild Life Day Camps. I have been working in childcare for over 9 years and I pride myself on offering high quality wrap around childcare for schools, parents and most importantly children. My vision and passion is to deliver high standards and offer fantastic childcare sessions for your children.

Tree Tops will be offering a breakfast club at the school from 7.00am until school time, and the afterschool club with operate from when school finishes until 6.30pm and there will be 2 different pricing options for both breakfast and after school clubs. You can book regular sessions or ad hoc sessions as and when required. Please see below details of how to register, our two different types of booking patterns and our payment methods. You will be able to register and book your sessions from **Friday 4 May 2018**.

### **Club Pricing**

| <b>Breakfast Club</b>   |                         |
|-------------------------|-------------------------|
| <b>7am- school time</b> | <b>8am- school time</b> |
| <b>£7.50</b>            | <b>£4.00</b>            |

| <b>After School Club</b> |                      |
|--------------------------|----------------------|
| <b>3:20pm-5:00pm</b>     | <b>3:20pm-6:30pm</b> |
| <b>£11.00</b>            | <b>£14.50</b>        |

For our holiday club information please visit <http://treetopsclubs.co.uk/welcome-to-holidayclub/>

**All** parents are to register on our system for their children to attend at a Tree Top breakfast and/or after school clubs. This is the link to register and book on our online system: <https://treetopsclubs.kidsclubhq.co.uk/rdr?u=home> or you can visit the homepage of our website <http://treetopsclubs.co.uk/> to book

When you login and register on the system please pull down the name of the school from the drop down menu and you can then chose to book either a regular booking

Website: [www.treetopsclubs.co.uk](http://www.treetopsclubs.co.uk)

Email: [infor@treetopsclubs.co.uk](mailto:infor@treetopsclubs.co.uk)

Telephone: 01420 525317



pattern ("My Contract") or ad hoc bookings ("Ad Hoc"). Please see the explanations below of our booking patterns.

**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](mailto: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. You can make Ad Hoc bookings up to 15 minutes before clubs start and all Ad Hoc bookings must be paid for at time of booking and please see payment methods below. Please note **Ad Hoc bookings 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. The first invoices for September 2018 will be generated from our system on 16 August 2018.

**Payment** - Payment can be made by tax-free childcare, childcare vouchers, bank transfer (*please email me or search our website for payment details*) or credit card. Please quote the name of your child when making payment.

All our staff have DBS checks and company training to our high standards, before they start at the site.

Tree Tops looks forward to meeting and getting to know you and your children over the coming weeks. Tree Tops is looking forward to working with you and your children in September 2018.

Yours faithfully,

Nick Mealey  
Managing Director Tree Tops and Wild Life Day Camps

Website: [www.treetopsclubs.co.uk](http://www.treetopsclubs.co.uk)

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