

Wraparound Care Pricing Schedule, Terms & Conditions and Contract with Parents / Carers

Wrap Around Care Fees	Advance bookings	Ad hoc fees
Breakfast Club 7:30 – 8:45	£5	£6
After school club 3:30 – 4:30	£5	£6
After school club 3:30 – 6:00 (5:30 Fridays)	£10	£12

What's included in the fees?

At Breakfast club we provide breakfast (served until 8:20). At After School club we provide a snack at 3:30 and a light tea is served between 4:40 and 5:00 for those children booked in for the full session. We provide resources and activities for your child at both clubs.

Operating Hours and Booking

Wraparound runs every week during term time at the times specified above. We are closed for all school holidays, teacher training days and bank holidays. Booking is on a first come first served basis

Bookings are taken on a half-termly basis although we do allow changes to be made at the reduced advance rate so long as we are informed before **11am on the Friday**, the week before. Registers are printed and food ordered at midday every Friday so the higher cost of ad hoc sessions covers the extra admin / extra food needed. Ad hoc sessions can be made at any time however levels of ad hoc availability will depend on the advance bookings in place for a session and you must call us to ensure availability.

For the first week back at school after a holiday, advance bookings need to have been booked during the previous school term; a deadline date will be communicated when we send out the booking forms.

Payment

All Wraparound bookings are entered onto School Money and can be paid by debit card, however you can also make payment using Voucher Schemes. **Fees for advanced bookings are payable in advance and will be showing on School Money ready for payment before sessions occur.** Ad hoc sessions will be checked and booked onto School Money the week after the sessions are taken. Payment will then be due within 14 days. Failure to make payment in a timely manner may result in the services being withdrawn for the relevant child.

Absences

Full fees are charged for absences such as short-term illness or last minute appointments. If we are informed of expected absence by 11am on Friday, the week before the booking, the session/s will be cancelled and you will not be charged. In the rare event of an unscheduled closure of our Wraparound Care service a credit will be applied to your account.

Cancellations

You will not be charged if cancellation of an advanced regular booking is made by 11am on Friday, the week before the booking (or during the previous term if the booking is during the first week of a new term). Any cancellation or non-use of an ad hoc booking will be charged at the prevailing rate.

Late afternoon pick up

You will be expected to collect your child on time at the end of the session (either 4.30pm or 6pm). Late fees are £20 per hour or £5.00 per 15 minutes or part thereof. The safety and welfare of our pupils is paramount therefore the failure to collect a child will be subject to our safeguarding procedures and may result in escalation to external third parties.

Financial Difficulties

It is appreciated that some families may experience difficulties from time to time. We would like to work with you to reduce the disruption to your child's education and care. Please come and speak to our Head of School as early as possible regarding payment of fees.

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Child's name _____

Parent or carer's name _____

- I consent for my child to attend Temple Grafton Wraparound Care. I understand that the club has policies and procedures in line with the school's [Behaviour Policy](#), available on the school Website. I understand that there are expectations and obligations relating to the club and to myself and my child, and I agree to abide by them.
- I understand that Temple Grafton Wraparound Care is a play setting and that whilst my child is there Temple Grafton Wraparound Care is legally responsible for him/her.
- On arrival and departure, I will need to sign my child into and out of Temple Grafton Wraparound care.
- My child will be provided with snacks/ light meals and drinks whilst at the club unless otherwise requested. I will notify the school of any allergies they need to be aware of.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the school.
- It is my responsibility to keep the school informed of any alterations to the information regarding my child (e.g. contact details, allergies, medical conditions, etc.).
- TG After School Club closes at 6.00pm Mon-Thurs and 5:30pm on Fri. If, due to unforeseen circumstances, I am going to be late, I will contact the school as soon as possible.
- If I do not collect my child on time I will pay a charge of £5 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that TG After School Club will follow the school's safeguarding procedures and this may result in escalation to external third parties.
- Whilst Temple Grafton Wraparound Care tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- If there are any behavioural incidents at Temple Grafton Wraparound Care involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Temple Grafton Wraparound Care will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.
- Information held by Temple Grafton Wraparound Care regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I have read and **understood** the terms and conditions in this document and I agree to abide by them.

Signature of parent/carer _____

Date _____

Name of parent/carer _____