

Wrap Around Care - Terms and Conditions of Booking from September 2025

- The minimum booking for a session is 1 hour for Breakfast Club and three quarters of an hour for After School Club.
- First collection from After School Club will be at 4pm.
- If your child is booked in for later than 4pm, they can be collected at any time; please phone the WAC number: 07561 272647.
- No refunds will be given for missed/cancelled sessions, unless this is due to a school trip or emergency closure when credit will be given against future bookings.
- If you inform the School office that you no longer require any pre-booked Wrap Around Care sessions for your child/ren due a national or local lockdown, you will receive a 50% refund.
- No refunds will be given if you book your child into other extra-curricular activities or clubs. To secure childcare after an extra-curricular activity you will need to book and pay from 3.15pm.
- Please be aware that there may not be places available at After School Club if the extra-curricular activity or club is cancelled.
- Bookings made on this form are charged at **£4.60 per hour** for Breakfast Club and **£3.45 per three quarters of an hour** at After School Club if submitted by the due date. Any late forms will be deemed as casual bookings which will be subject to availability and charged at **£5.55 per hour** for Breakfast Club and **£4.20 per three quarters of an hour** at After School Club.
- Casual bookings that are not cancelled 24 hours in advance of the session, will be charged regardless of attendance.
- Booking forms must be given to the office by the specified date (typically 1 month in advance)
- Wrap Around Care charges will be uploaded on to ParentPay accounts at the beginning of the preceding month, or as soon as practically possible.
- **Payment of invoice is required in advance by the date specified (typically the end of the preceding month)**
- No Wrap Around Care bookings will be taken unless all outstanding ParentPay invoices have been paid.
- Continued non-payment will result in the debt being referred to Worcestershire County Council for collection.
- Additional and casual hours may be booked on demand, subject to availability, at a cost of **£5.55 per hour** for Breakfast Club and **£4.20 per three quarters of an hour** at After School Club.
- If you collect your child later than the time you have booked in and paid for, you will be charged at the casual rate of **£4.20 for each three quarters of an hour**.
- For those children not booked in until 6pm, a late pick-up fee will be applied for all collections after 5.30pm at a rate of £10 for the first fifteen minutes, and £10 for each fifteen minutes thereafter. After 6pm, if no contact has been made, appropriate actions will be taken.
- Payment for additional hours, casual hours and late pick up charges will be advised at the time of collection and payable within one week.
- Our method of payment will be via ParentPay.
- The parent agrees to medical/dental attention being sought in an emergency; the parent will be notified as soon as possible in this event.
- Emergency contact and consent details will be drawn from the school's database for pupils; non-pupils will be required to complete a separate data form.
- Care cannot be given to a child who is sick, in particular with infectious diseases such as vomiting and diarrhoea.
- The school reserves the right to review the payment structure, and will give at least one month's notice.