

Mercia Primary Academy Trust



Wrap Around Care Payment Terms and Conditions

Policy Status and Review

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| Date: | July 2022 |
| Review Date: | July 2023 |
| Signed by Director: | Alison Dolphin |
| Date Signed: | 06/07/2022 |

Wrap Around Care Terms and Conditions

Flax Hill terms and conditions:

Costs:

Wrap around care costs £4.00 per hour/part hour.

Payment:

All payments are made through our cashless parent pay system. Additional information will be provided about this at your induction or from the school office.

Payment Terms:

This is a pre book / pre-paid service, all payments are required in advance every two weeks. Payment must be paid via our ParentPay system. Non-payment may result in withdrawal of care and your child losing their placement with us.

If you are registering a new child to our Wrap Around Facility, please phone 01827 215 333 as you will be required to complete additional paperwork. Bookings are to be completed in advance by filling in a Booking Form and returning it to the school office. We will require 2 weeks' notice of any changes to your booking. You may also incur a late booking fee for altering hours or making extra bookings within the two-week period.

Late Payment:

Unfortunately, all session payments must be pre-booked and all pre-paid.

Payment for Absence:

Yes, all sessions are pre-booked and pre-paid to make sure that we are fully staffed.

Late Collection:

Unfortunately, we will have to charge for the extra hour if you are consistently a few minutes late or are over 15 minutes late picking up your child. If you are late after 5:15pm then you will be charged double time as the staff will have to be paid for that extra time.

Late Collection Charges:

Before 5:15pm – additional hour rate £4.00

After 5:15pm – double time £8.00

Notice Period:

We require two weeks' notice to change your hours and two weeks' notice in writing, to end your contract. Please contact the school office.

I agree to the above terms and conditions

Signed.....Full Name.....
Parent/Carer

Child's Name Date.....

Wrap Around Care Terms and Conditions

Lark Hall terms and conditions:

Costs:

Wrap around care costs £4.00 per hour/part hour. An additional cost currently at £2.35 will need to be paid if you wish for the school to provide your pre-school child with a dinner, alternatively you can send your child with a packed lunch.

Payment:

All payments are made through our cashless parent pay system. Additional information will be provided about this at your induction or from the school office.

Payment Terms:

This is a pre book / pre-paid service, all payments are required in advance every two weeks. Payment must be paid via our ParentPay system. Non-payment may result in withdrawal of care and your child losing their placement with us.

If you are registering a new child to our Wrap Around Facility, please phone 01827 215 333 as you will be required to complete additional paperwork. Bookings are to be completed in advance by filling in a Booking Form and returning it to the school office. We will require 2 weeks' notice of any changes to your booking. You may also incur a late booking fee for altering hours or making extra bookings within the two-week period.

Late Payment:

Unfortunately, all session payments must be pre-booked and all pre-paid.

Payment for Absence:

Yes, all sessions are pre-booked and pre-paid to make sure that we are fully staffed.

Late Collection:

Unfortunately, we will have to charge for the extra hour if you are consistently a few minutes late or are over 15 minutes late picking up your child. If you are late after 5pm then you will be charged double time as the staff will have to be paid for that extra time.

Late Collection Charges:

Before 5pm – additional hour rate £4.00

After 5pm – double time £8.00

Notice Period:

We require one month's notice to change your hours and two weeks' notice in writing to end your contract. We are unable to accommodate bookings until 5pm if not booked 2 weeks in advance. Please contact the school office.

I agree to the above terms and conditions

Signed.....Full Name.....
Parent/Carer

Please be aware that Lark Hall only provides Wrap Around Care until 4pm, any children booked in to Wrap Around Care until 5pm will be walked to Flax Hill at the end of the school day. Collection for these children will be from Flax Hill office.

Pre School children are unable to be booked into Wrap Around Care until 5pm.

Wrap Around Care Terms and Conditions

Child's Name Date.....

Lakeside terms and conditions:

Costs:

Wrap around care costs £4.00 per hour/part hour. An additional cost currently at £2.35 will need to be paid in the 12pm – 1pm slot to pay for the Entrust provided school hot dinner, pudding and drink.

Payment:

All payments are made through our cashless parent pay system. Additional information will be provided about this at your induction or from the school office.

Payment Terms:

Payments are monthly. You will be sent a payment request each month for the hours you wish to book for the following month.

Late Payment:

Unfortunately, all session payments must be pre-booked and all pre-paid.

Payment for Absence:

Yes, all sessions are pre-booked and pre-paid to make sure that we are fully staffed.

Late Collection:

Unfortunately, we will have to charge for the extra hour if you are consistently a few minutes late or are over 15 minutes late picking up your child. If you are late after 5pm then you will be charged double time as the staff will have to be paid for that extra time.

Late Collection Charges:

Before 5pm – additional hour rate £4.00

After 5pm – double time £8.00

Notice Period:

We require two weeks' notice to change your hours and two weeks' notice in writing to end your contract. Please contact the school office.

I agree to the above terms and conditions

Signed.....Full Name.....
Parent/Carer

Child's Name Date.....