

# Mercia Primary Academy Trust



## Wrap Around Care Payment Terms and Conditions

### Policy Status and Review

<b>Date:</b>	July 2024
<b>Review Date:</b>	July 2025
<b>Signed by Director:</b>	Garry Hirons
<b>Date Signed:</b>	10/07/2024

## Wrap Around Care Terms and Conditions

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### Flax Hill terms and conditions:

#### Costs:

Breakfast club costs £5.00 per hour/part hour.  
After school care costs £5.00 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 an electronic 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 £4.50  
After 5:15pm – double time £9.00

#### 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

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### Lark Hall terms and conditions:

#### Costs:

Wrap around care costs £5.00 per hour/part hour. An additional cost currently at £2.83 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 an electronic 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 5:00pm – additional hour rate £4.50

After 5:00pm – double time £9.00

#### Notice Period:

We require one month's 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.....

**Please be aware that any children booked in to after school Wrap Around Care will be walked to Flax Hill at the end of the school day. Collection for these children will be from Flax Hill office.**

## Wrap Around Care Terms and Conditions

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### Lakeside terms and conditions:

#### Costs:

Wrap around care costs £5.00 per hour/part hour. An additional cost currently at £2.83 will need to be paid in the 12pm – 1pm slot to pay for a school 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 £5.00

After 5pm – double time £10.00

#### 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

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This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed copy of this document is available from the school office.*

### Version Control

Version	Date Approved	Changes	Reasons for Alterations
1	June 2023	Change to Lakeside fee – now £5	Change in cost
	June 2023	All after school WAC for Lark Hall now takes place at Flax Hill. LH & FH now charged at £4.50 per hour apart from FH B/C. Changed to electronic booking form. Changed LH late fee times to 5:00pm.	Change in procedure