



Suckley School

WRAP AROUND CARE TERMS AND CONDITIONS



Dear Parent/Carer

RE: WRAP AROUND CARE 26/27 – Breakfast Club and Stay & Play

Thank you for expressing an interest in our wrap-around care facility. Our service will run as follows:

Breakfast Club - Runs Monday to Friday from 08.00 a.m. Cost £3.50 per session

Stay & Play - Monday until 4.30 p.m., Tuesday - Thursday until 5.30 pm Cost £6.00 per hour (No charge for first 15 mins.)

As you are aware, our service is run 'in house' and therefore relies upon its users to adhere to the conditions below to maintain its viability.

We are committed to supporting working parents and ask that users agree to the following by signing and returning this agreement. We attach a second copy for your records.

Payment

- *Fees are to be paid, upon receipt of the invoice, at the beginning of each month. (This is to ensure that staffing is available and sufficient funds are available as this provision is funded independently of school)*
- *The school reserves the right to terminate the before/after school care should you fail to pay within 5 days of the due payment dates. (This is due to a number of late payments that are having a wider impact upon the running of the school)*
- *Payments will not be refunded if a child does not attend a pre-booked session, for whatever reason (unless it is cancelled by the school)*
- *If there any discrepancies with the invoice, this should be reported by email within 5 days upon receipt, to the office email address office@suckley.worcs.sch.uk*
- *Fees are to be paid in advance by bank transfer to:-
Lloyds Bank - Account: 23176760: Sort Code: 30.95.41: A/C Name: Suckley School
Please quote name of child. Child care vouchers are accepted.*
- *In order to retain your place in stay and play, you will need to continue to pay for the full session should your child participate in alternative after school clubs run by the school.*

Places

- *Breakfast will only be provided if your child/children arrive before 8.20 am. (This is due to an increase in numbers for breakfast club and the amount of time available before the school day starts)*
- *Places are limited and it will be on a first come/first serve basis. (This is due to an increased interest in our wrap-around care facility and we currently have waiting lists for most days)*
- *Notification to the school should be made if a child is not attending a booked session*
- *Notification to the school should be made as to who will be collecting the child*
- *Prompt collection in the evening is to be made. We reserve the right to make a late charge will apply for collection after either 4.30 p.m. 5.30pm in the sum of £10.00*
- *We reserve the right to make an admin charge of £2.00 if a 'drop-in session' is booked on the day.*
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By placing my child in Stay and Play, I agree with the terms and conditions as set out above in accordance with my child/children's requirements