



Wraparound Care Terms & Conditions September 2024

Terms and Conditions (School Copy)

- Places will be allocated on a first-come, first-served basis.
- Regular bookings will take priority over ad hoc sessions.
- Please be aware your booking will be confirmed within 2 weeks of handing in the registration form.
- Ad hoc bookings can be made if a session is available via the school offices with 24 hours' notice. Payment for these sessions will be payable at time of booking.

Fees are charged at:

- Breakfast Club cost per session: £7.50
- After School Club cost per session: £16.00
- Fees are charged at the above rate for those selected sessions, there is no reduction should you drop your child later than 7:30am or collect prior to 5:30pm.
- Fees will be invoiced each term in advance. Depending on how many weeks are in the school term, will depend on how many weeks you are invoiced. Invoices are due 14 days following the date of your invoice. Arrears can result in withdrawal of placement.
- Charges for late invoice payments are: £25
- Invoices will be entered onto School Money
- Payment is required, even if your child does not attend a session, if the booking is not cancelled within 2 weeks. Please note the school reserves the right to withdraw a place if payments are more than half a term in arrears.
- Invoices will be sent as termly fees and require payments to be made in advance. However, if you need to pay instalments, please contact Mrs. Evans to arrange on devans3200@crowmarsh-gifford.oxon.sch.uk
- Childcare vouchers can be used as payment. Those paying through vouchers, can you make sure your child's name is entered into the reference for ease of identification. Payments will show on school money, these will be cleared once payments have been made using your childcare provider. Childcare vouchers cannot be refunded.
- A late collection charge will be applicable after 5.30pm if the child is collected late. Please see Appendix (i)
- **Breakfast Club will run 7.30am-8.30am Monday to Friday**
- **After School Club will run from 3:15pm until 5.30pm Monday to Friday**
- Parents must walk through the **pedestrian gate** and **follow the path** to the **front of the school to collect their child. Please ring the Wraparound Care bell on arrival.**
- Please see the school website for any school closures
- The club is run by members of staff from CGPS. Children will be expected to ensure that their behaviour whilst attending the Club reflects the behaviour required during school hours. The club has the right to omit children from the club if they do not respect the school's behaviour policy.
- We are committed to running the club for the whole of 2024/25 academic year, after which the school reserves the right to terminate the club with one term's notice, if there is not sufficient demand.



Crowmarsh Gifford C of E Primary School & Pre School

Care, Grow, Persevere, Shine

Notice Period

- We require six weeks written notice in advance of leaving the breakfast/afterschool club or if you are reducing your child's session.
- We reserve the right to give you one months' notice.
- Children who leave mid-way, within the six weeks, will forfeit the remainder of their fees.
- Sessions cannot be swapped nor carried over should your child not attend.
- In case of an emergency where the breakfast/after school club must be closed due to circumstances beyond our control, such as severe weather conditions, there will not be a refund of fees. However, should we close due to staff shortages (such as outbreak of illness) there would be a refund for fees paid.
- Termination, if it is considered that the continued presence of the child is detrimental to the health/safety of the child or other children/staff, then the parent or guardian may be asked to remove the child immediately, in which case the six weeks' notice as referred to above shall not apply.

Health & Safety

Please note that whilst every precaution and care is taken with your child during their time at breakfast/afterschool club. We cannot be held responsible for the arrival and departure procedure of children. Should someone other than the primary care giver be collecting your child, please ensure that notice is put in writing via email to the school office, along with this please ensure the person collecting your child has their date of birth and a password pre-set by you. If a parent is not contactable in case of a child's illness or emergency, we would contact the emergency contact, given on the registration form. By signing the terms & conditions, you are agreeing to this.

Data Protection (GDPR)

We recognise that we hold sensitive/confidential information about the children and their families. This information is used to meet children's needs, for registers, invoices and emergency contacts. All records are stored in the main school office, in a locked cabinet or on the office computer with files that are password protected in line with the data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR).

A copy of your records can be provided when a request is made in writing. Please notify the main school office if you become aware that any personal data has become inaccurate or out of date.

Wraparound Care Mobile: **07375 457512**

(Mobile: Available from 7.30am each morning and from 3.15pm each afternoon, for emergencies or to inform of non-attendance at the club. NOT for ad-hoc bookings.)

Wraparound Care Leader e-mail: cmay9571@crowmarsh-gifford.oxon.sch.uk

I have read & accept the above stated terms and conditions (please tick): ☐

Parent/Carer's Name.....

Parent/Carer's signature.....Date.....

Headteacher: Mrs V Eaglen Assistant Headteacher: Mrs K Lucas
Old Reading Road, Crowmarsh Gifford, Wallingford, Oxfordshire OX10 8EN
Tel: 01491 836785 Email: office.3200@crowmarsh-gifford.oxon.sch.uk
Website: www.crowmarshgiffordprimary.com





Appendix (i)

Late Collection of Children

Parents are reminded that it is their responsibility to make arrangements for their children to be collected on time.

Parents must ensure that they telephone the After School Club if they wish any adult, other than the agreed named adults, to collect their children even if they are members of the family.

If an unknown adult arrives to collect a child without the After School Club having prior knowledge of this, the member of staff will telephone the parent for confirmation before allowing the child to be taken.

Parents must ensure that they keep the After School Club informed of any changes to contact details.

If children are not collected on time, every effort will be made to contact the parents or emergency contact. If no contact is made within half an hour, the Head Teacher will be informed and Social Services will be contacted. The child will be kept safe and secure at this time but may not be with a familiar member of staff. Social Services will then supervise the child until the parents can be contacted. A record of the incident will be kept, including names of adults we tried to contact.

A late collection penalty fee of £10 is payable if a child is not collected by 5.30pm. We reserve the right to withdraw a space at the club if you are repeatedly late collecting your child.



Terms and Conditions (Parent Copy) Keep at Home

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Fees are charged at:

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- Fees will be invoiced each term in advance. Depending on how many weeks are in the school term, will depend on how many weeks you are invoiced. Invoices are due 14 days following the date of your invoice. Arrears can result in withdrawal of placement.
- Charges for late invoice payments are: £25
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