

Terms and conditions and information for parents to consider before applying for wraparound care.

PLEASE READ BEFORE APPLYING AND THEN ADD YOUR NAME IN THE BOX ON THE APPLICATION FORM TO "SIGN":

- ☐ We aim to provide affordable childcare enabling parents/ carers of children attending Harborne Primary School to undertake employment or education.
- ☐ Admission for Reception children who have not yet started at school is by a form found on our website. Once your child has started school you apply by completing a form from the school office (either site) and will be added to the appropriate waiting lists on a first come serve basis.
- ☐ Siblings of children already attending a club are prioritised, then full time places. Full-time means five days a week before **or** after school-you do not need to sign up to both to qualify.
- ☐ Children taking a full-time place must stay full time for a minimum of one full term.
- ☐ 4 Weeks written notice is needed for any changes to the days you require or if you no longer need your place.
- ☐ Once a place becomes available and is offered by telephone or email, you will be asked to fill out a child record form. This will secure your child's place for the start date agreed by club manager.
- ☐ We do not discriminate based on gender, colour, race, religion and disability. If your child has significant medical or SEN needs they **MUST** be shared at the time of application as we need to see if they can be factored into our adult/child ratios. We expect all children who attend to be fully toilet trained.
- ☐ Our Breakfast Club sessions times are Monday to Friday 7.30am to 8.50am term time only. Fees are £7 a session and payable in advance at the beginning of each term when an invoice is issued. Fees are subject to an annual review. Fees include food and drinks provided.
- ☐ Our After School Clubs run from the end of the school day to 5.55pm last pick up for a 6pm closure of the club. Fees are £11 per session and include snacks and drinks.
- ☐ If fees are not paid by the due date a late payment fee of £25 will be incurred. You can use Government Tax free childcare vouchers to pay for these clubs.
- ☐ We reserve the right to terminate your child's place at any time where there are persistent non-payments of fees and / or continuous unwanted behaviour or verbal abuse towards members of staff.

This policy was adopted by our members of staff, head teacher and committee members

Signed: WAC Management Harborne Primary School