



ST MARGARET'S WRAPAROUND CARE FINANCIAL AGREEMENT/CONTRACT

| | |
|----------------------------|----------------|
| Name of Child..... | DOB |
| Name of Parent/Carer | |
| E-mail..... | |
| Address | |
| | |
| Postcode..... | Home Tel:..... |
| Mobile number(s):..... | |

1. Costs

| Time | Cost per day | Refreshments |
|---------------|--------------|-----------------------|
| 7.30-8.45am | £7.60 | Cereal, toast, milk |
| 3.30-4.30pm | £5.00 | Water/juice + biscuit |
| 3.30 – 5.30pm | £10 | Light tea |
| 3.30 – 6pm | £12.50 | Light tea |

There is a 10% discount for younger siblings. If your child is in receipt of Free School Meals, please enquire at the office if he/she is eligible for a discount. Invoices are issued at the beginning of every half term and are payable in full by the end of the half term. Payment can be made in full or in instalments by bank transfer and childcare vouchers.

2. Absence

If your child is unable to attend wraparound care due to illness, holidays, appointments or for any other reason then the standard fee will still apply. Unfortunately we are not able to offer refunds.

In the event of a long term illness please contact the school office as soon as possible so alternative arrangements can be made. We will endeavour to provide the most appropriate support during this time.

3. Wraparound Care Closure

All Wraparound Care is available Monday to Friday, term time only.

In the unfortunate event of a school closure due to reasons other than statutory holidays and INSET days, e.g. adverse weather, and provision cannot be offered, then refunds will be made.

4. Late Collection for Tea Club

Please contact the After School Tea Club immediately on 0191 3847331 if you know that you will be late collecting your child. An additional charge of £5.00 per child will be made if you are up to 15 minutes late. An additional charge of £10.00 per child will be due if you arrive up to 30 minutes late. If you know you will be later than 6pm (when the school will be locked), then you will need to

arrange for someone else to collect your child. If this becomes a regular occurrence your child will lose their place.

5. Payment Arrears

In the event of fees in arrears the following procedure will take place:

1. A letter will be sent out asking for the outstanding amount to be brought up to date within seven days.
2. If after seven days the outstanding amount is not paid further notification will be sent along with a date of withdrawal of your child's place.
3. If still no arrangements have been made to repay the overdue amount then information specific to your outstanding fees will be sent to our Legal Department who will take the appropriate actions to recover the monies.

If you experience any difficulties in maintaining your account with us then please speak to the headteacher (in confidence) as soon as possible as short term arrangements can be made (subject to circumstances).

6. Amendments/Cancellations

All requests to change days, times or to cancel a place must be made in writing (please ask at the office for a form). You will need to give 4 weeks notice to cancel or reduce session times. Changes to days and times are subject to availability.

7. Childcare vouchers

If you will be paying/part-paying by Childcare vouchers, please state the name of the childcare voucher company you are using:.....

This agreement will be reviewed annually and any section including agreed fees may be changed. A minimum of 4 weeks notice is to be given by either party in writing to terminate/change the contract. I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND THE WRAPAROUND CARE CLUB POLICY:

Signed

Parent/Carer 1..... Date.....

Parent/Carer 2..... Date.....