

## GOLDEN VALLEY PRIMARY SCHOOL WRAPAROUND CARE - TERMS AND CONDITIONS



### General Information

- The Wraparound Care provision ('WAC') will be run by Golden Valley Primary School ('the School').
- WAC is available for children from Year R to Year 6 who attend the school.
- The sessions will be held in the Studio/school hall, although in the afternoon there will also be outside play.
- Children should be handed over at / collected from the fire exit door in the hall to/from a member of WAC Staff. There is a doorbell to ring to let staff know you are there.
- Wraparound care is supervised by a Playleader and Playworkers.

### Opening Times

- Monday - Friday from 7.45am – 8.50am. Breakfast service stops at 8.30am.
- Monday – Friday from 3.25 – 5.45pm Monday to Friday.
- There are no sessions on INSET days or during school holidays.

### Booking and Payment Arrangements

- A registration form must be completed annually for each child before their first attendance of the academic year at WAC. The registration form can be found on the School website [www.goldenvalleyschool.co.uk](http://www.goldenvalleyschool.co.uk) under the 'Parents' tab or obtained from the School Office.
- There is a registration fee of £20 per year for each child to cover administration costs. This fee will be added to the cost of the first session.
- Bookings must be made using ParentPay. You can book as far in advance as you wish, but bookings must be made at least 7 days in advance (so we can print registers / plan staffing numbers / arrange food shopping). You can make/change/cancel bookings until this time. If you need to request an additional booking after the system has closed please contact the school office. If there is space the booking will be accepted but there will be an additional admin fee of 50p per late booking.
- The cost of sessions are £6.00 per child, per day before school and £11.00 per session, per child after school. Sessions must be paid for at the time of booking. If you wish to pay with Child Care Vouchers you must request these and send your remittance to the office at least two weeks before you wish to use the vouchers so the amount can be added to ParentPay. If you do not have enough in vouchers or the remittance has not been sent in time you will be requested to pay the balance with an alternative method for that booking.
- A late collection fee of £15 will be charged for any occasion your child is not collected by 5.45pm.
- If your child is attending school, but will not be attending a booked WAC session (e.g. they are going home with a friend or being collected early for an appointment), please let the office staff know they will not be attending WAC so the Playleader is not looking for them at the end of school.
- No refund or credit will be given if your child is absent for any reason.

### Additional information

- WAC may have to close for reasons beyond our control, for example in adverse weather conditions. In this case a credit will be offered.
- WAC will provide activities, reading, drawing, or playing board games. Children will play outside, weather permitting, for part of the afternoon session.
- All school policies are automatically extended to WAC.
- Breakfast is provided in the mornings (until 8.30 am) and will be a choice of cereal, toast, and bagels or similar and a selection of fruit juice. Snacks in the afternoon will vary and may include bagels, wraps, hot dogs, crumpets, pasta etc.