



Wraparound Care Terms and Conditions

Wraparound Care is led and run by Helmdon Primary School staff. The care provision operates as an extension to the school day and, as such, is informed by current, established school policies and procedures.

In order to book your child/children a place, please send a completed booking form to wraparoundcare@helmdon.org. The booking form can be found on the school website as follows:

<https://www.helmdonprimaryschool.com/wraparound-care/>

Your child is only permitted to leave the club with a 'named contact' declared on the registration form. No-one under the age of 16 is permitted to collect your child unless we have written permission from you. Any permitted person collecting your child will also need to disclose your chosen password. This will never be shared with anyone else.

Weather permitting, we may take to the children outside to play on the lower playground during our After School Club session. The lower playground will be locked and secured prior to the children being allowed outside.

Please inform us if your child will be attending an activity club before attending After School Club.

As part of our safeguarding policy mobile/internet/camera devices are not permitted at Wraparound Care by either staff or children.

Fees

In order to book your child a place at Wraparound Care, please ensure that you maintain credit in your child's ParentPay account at all times. Fees are debited from the named ParentPay account weekly in arrears. If your account falls into unauthorised debt, we have the right to refuse your booking immediately. In order to guard against this, we would recommend that you enable ParentPay's 'balance reminder' alert.

We also accept childcare vouchers and payments through the Government's Tax-Free Childcare scheme:

<https://www.gov.uk/tax-free-childcare>

Payments via vouchers or the tax free childcare scheme take 3-5 working days for the funds to appear in our school bank account. Please take this into consideration when paying for your childcare. If you have not used childcare vouchers before and your employer offers this service, please email wraparoundcare@helmdon.org and we will provide you with the relevant information.

Absences due to a child being unwell are not charged, although we do ask you to let us know as soon as possible if your child will be absent due to illness.

Your child must be collected by 4:15pm or by 5:15pm dependant on the booking. A late collection fee after 4:15pm will incur the full charge for both hourly sessions. Any collection after 5:15pm will incur a late fee of £5 for every 5 minutes per child. These charges reflect the costs incurred to keep the school open and staffed. This charge will apply even if a phone call notifying the club of late arrival has been made. Persistent lateness (more than 3 times during a half term) may result in your child losing their place at After School Club.

If we have not heard from you by 5:15pm and your emergency contacts are not reachable our staff are required to contact the relevant authorities, i.e. Children's Services and the police.

Any funds left in your child's ParentPay account during school holidays will be carried over until the next term (with the exception of leavers, when we will endeavour to provide a refund). Please be aware any funds left in your child's ParentPay account paid via childcare vouchers cannot be refunded.

Cancellations

Please provide a minimum of 24 hours' notice, by email to wraparoundcare@helmon.org in order to avoid being charged for any cancellations.

Emergency Contact Details and Health Conditions

All parents and carers will need to have completed the booking forms and emergency contact information prior to a child attending wrap around care. Provision for medical details, health conditions and allergies must be clearly stated on these forms.

We are a nut free school and all of our meal provision is compliant with government legislation around nutritional values and healthy food in schools.

HELMDON WRAPAROUND CARE TEAM

September 2026