



## **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](mailto:wraparoundcare@helmdon.org). The booking form can be found on the school website as follows:

<https://helmdon-primary-school.secure-primariesite.net/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.

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

As part of our safeguarding policy online 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 a credit in your child's ParentPay account at all times. Fees are debited from the children's ParentPay accounts 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 speak to Mrs Hedley for 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 5.15pm. 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](mailto:wraparoundcare@helmon.org) in order to avoid being charged for any cancellations.