

# WRAP AROUND SNAPE CARE

## BOOKING FORM



TIME	COST in advance/ ad hoc in £	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9 a.m	£7/£8					
3.15-4.00	6.50/7.50					
3.15-5.00	13.50/15.50					
3.15-6.00	20.50/23.50					

NAME	
ADDRESS	
TEL/MOBILE NO	
NAME, ADDRESS + TEL NO OF GP	
Any dietary requirements, allergies and/or medical conditions?	

**WRAP AROUND SNAPE CARE**

**Emergency Contact Details** (please print)

**Full Name (including Title):**

**Date of Birth:**

**Relationship to child:**

**Address if different from child:**

**Daytime contact number:**

**Mobile:**

**E-mail address:**

**Full Name (including Title):**

**Date of Birth:**

**Relationship to child:**

**Address if different from child:**

**Daytime contact number:**

**Mobile:**

**E-mail address:**

Date to commence:

Date to end:

or **tick box** until further notice:

I ENCLOSE CORRECT PAYMENT FOR NUMBER OF SESSIONS **&** :

Please **tick the box** to confirm that you have read and understood the term and conditions overleaf

PRINT NAME:

SIGNED:

DATE:

# **WRAP AROUND SNAPE CARE**

## **TERMS AND CONDITIONS**

### Operating Days and Times

- Snape Wrap Around operates from 3.15pm to 6.00pm during term time (with the exception of bank holidays). It will run when bookings are confirmed.

### Fees

- Fees are reviewed annually on 1st September.
- Fees are calculated on the number of sessions booked during the month.

### Absences

- Please telephone or e-mail the school office if your child will not be attending a booked session.
- It is the responsibility of the parent to advise school staff if their child will be taking part in any extra- curricular activity that will affect their time at Snape Wrap Around. This includes school trips and after school clubs. Failure to inform school staff of these activities may result in you being charged for after school sessions your child has not attended.
- Full fees are applicable for any absences (including sickness and holidays)

### Advance Booking

- Advance booking is defined as booking a term or half term in advance. To qualify for the advance booking rate you must have made your booking by the end of the first week of term.

### Ad Hoc Booking

- There are usually a small number of spaces available to book at short notice. These places are charged at a higher rate and can be made by talking to the School Office. If you select this booking method please bear in mind that while we will do everything we can to accommodate your short notice request, we cannot guarantee a space. If a booking is made on the day then payment must be made when booking, or on collection of the child/ren.

### Tea

- A light tea will be available between 4.15pm - 5 pm.

### Collection

You must provide us with the names and contact details of any adults authorised to collect your child/ren. Children must be signed out by the adult collecting them. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list a password system will operate.

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## Late Collection:

Snape Wrap Around operates a strict 'on time' collection policy. A fee of £10 will be charged in the event of persistent late collections. If the child/ren has not been collected by 6.00pm an additional £25 fee will be charged (making a total of £35). Please let us know as soon as possible if you know you are going to be late so that we can arrange for staff to remain in school.

## Late Payment

Invoices are sent out one month in advance and must be paid in full by the first day of the month to which they refer. There is an automatic charge of £10 levied if payment is made after this date. Non-payment of fees will result in a request from us that you remove your child/ren from Snape Wrap Around. Access will then be denied until such a time as all outstanding payments are met.

## Notice Period

We require one month's written notice should you no longer need a place at OCEVAP. Failure to provide one month's written notice may result in charges for sessions already booked.

## Conditions of Admission

- 1) You will be invoiced during the first week of the month for that month's fees. These are payable, by cash, cheque, or direct bank transfer.
- 2) You provide up to date contact details so that we can contact you in an emergency+ensure you are contactable on numbers provided.
- 3) You let us know if there are any changes to diet or medical conditions that we need to be aware of.
- 4) Snape Wrap Around reserves the right to require the removal of a child/ren from any of the clubs.
- 5) All Snape Primary School policies apply.

## Contacts

E-mail: [office@snapeprimary.co.uk](mailto:office@snapeprimary.co.uk)

Tel: School office on 01728 688373

For invoice enquiries please contact the school office

All aspects of this service will be reviewed on 1st March 2021

