



Leigh Church of England Academy Wraparound Care T&C:



Name of Child/ren _____

There are three designated drop-off and pick up times which must be adhered to.

Breakfast Club	From 7.30am £5.00 (breakfast stops serving at 8.30am)
Afterschool Club	Collection 4.30pm - £5.00 Collection 5.30pm - £8.00 (snack included) Collection 6.00pm - £12.00 (snack included)

All sessions **must** be booked via MCAS, booking closes a week in advance to enable the team to staff appropriately, and order enough provisions for the number of children booked in.

In an exceptional circumstance where a short notice booking is needed, subject to availability, an extra £2.50 charge will be applied. Please call the office ASAP.

Payment must be made via MCAS each week at the point of booking.

All booked sessions are chargeable and non-refundable.

Please note, any child picked up after their 4.30pm or 5.30pm time slot will be charged £5 every 15 minutes, or part thereof.

Any child picked up after 6pm will be charged £10 every 15 minutes, or part thereof.

These charges will be added onto MCAS.

For more information, please contact Mrs Boyce, Miss Thompson, or Mrs Munro on
07840 649216

Please read all the terms and conditions of the Extended Provision arrangements set out below, and sign to confirm your agreement:

I agree to the payment conditions set out on the previous page.
I understand my child/ren need to be collected promptly. If I am late, I agree to pay the above-mentioned late charge.
I understand that only myself or a person appointed by me will collect my child/ren. I will inform staff in advance of the appointed person and of any last-minute changes to the arrangements for collection.
I understand if my child/ren becomes sick or distressed during a session, staff will monitor and make contact to arrange for my child/ren to be collected.
I agree for medication to be administered in line with our school's medical policy.
I understand unacceptable behaviour from my child/ren will be dealt with in accordance with our behaviour policy.
The wraparound staff deserve to be treated and spoken to respectfully and professionally. I understand that any rude or abusive interaction may result in a meeting held with the headteacher and my child/ren place being withdrawn.
I understand that no member of the school's staff will allow me access to the school site at any time. On arrival at school, I agree to call the wraparound club mobile telephone for my child/ren to be brought to me and collected.

Parent's signature Date	Wraparound signature Date
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One copy to be returned to the parent/ carer, and one to be retained by the school.