

# Wraparound Care Contract

## St. Mary's C of E (Aided) Primary School



**Effective Date:** Tuesday 10<sup>th</sup> December 2024

This contract outlines the terms and conditions for the provision of wraparound care at St. Mary's Primary School, Pulborough. The service offers care for children before and after regular school hours, ensuring a safe and supportive environment.

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### 1. Service Overview

The wraparound care provided by St. Mary's Primary School includes the following sessions:

- **Early Birds** : 8:00 am - 8:40 am (£5)
- **Roosters Club**:
  - 3:15 pm - 4:30 pm (£10)
  - 4:30 pm - 5:30 pm (£9)
  - 3:15 pm - 5:30 pm (£15)

Collection times for **Roosters Club** are only at **4:30 pm** or **5:30 pm**, unless there is an emergency.

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### 2. Bookings and Payment

- All bookings must be made in advance through the school office by emailing **[wraparound@stmarysprimarypulborough.co.uk](mailto:wraparound@stmarysprimarypulborough.co.uk)**.
  - Fees must be paid on a monthly basis by the 1<sup>st</sup> of each month. Any cancellations or changes to bookings must be communicated at least 24 hours in advance to avoid charges.
  - If payment is not made on time, further bookings will be put on hold, and your child's space may be lost until the outstanding amount is settled.
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### 3. Late Pick-Up Fees

Parents/guardians are required to collect their children promptly at the agreed pick-up time. Any late pickups will incur a charge of **£2.50 for every 10 minutes** after the session end time (5:30 pm).

For example:

- 5:40 pm: £2.50
- 5:50 pm: £5.00
- 6:00 pm: £7.50, and so on.

Late fees will be added to the monthly invoice.

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## **4. Code of Conduct**

To ensure the safety and wellbeing of all children, the following code of conduct applies to both parents/guardians and children while attending wraparound care:

### **4.1 Children's Behaviour**

- Children must treat peers, staff, and property with respect at all times.
- Disruptive or inappropriate behaviour will not be tolerated. Parents will be informed of any behavioural issues, and continued issues may result in the termination of wraparound care services for the child.

### **4.2 Parent/Guardian Responsibilities**

- Parents/guardians must ensure prompt drop-off and pick-up according to the agreed times.
- If an alternative person is collecting the child, the school must be informed in advance. The person must be over 18 and have appropriate identification.
- Any medical or dietary needs must be communicated to the school before the commencement of care.
- Parents/guardians are expected to communicate respectfully with staff.

### **4.3 Staff Responsibilities**

- The staff will provide a safe and nurturing environment.
  - Staff will maintain clear communication with parents/guardians about any issues regarding their children.
  - Staff will ensure children are engaged in age-appropriate activities.
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## **5. Health and Safety**

- St. Mary's Primary School complies with all health and safety regulations to ensure the wellbeing of all children.
- Parents/guardians must inform the school of any allergies, medical conditions, or special requirements that their child may have.

- Children who are unwell should not attend the wraparound care service. In the event of illness during the session, parents/guardians will be contacted to collect their child.
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## **6. Termination of Service**

- Either party may terminate this contract by providing 7 days' written notice.
  - St. Mary's Primary School reserves the right to terminate this contract immediately in cases of persistent late collection, non-payment of fees, or breach of the code of conduct.
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## **7. Agreement**

By signing this contract, both parties agree to abide by the terms and conditions set out above.

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **Contact Information**

For queries or bookings, please email:

**wraparound@stmarysprimarypulborough.co.uk**

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This contract ensures clarity and understanding between the school and parents/guardians, maintaining a safe and structured environment for all children participating in the wraparound care program.