

WRAP AROUND CARE

Admissions and Fees

Wrap Around Care is committed to providing a fair and open admission system that offers a competitively priced and good value service.

Admissions

When a parent/carer contacts Wrap Around Care enquiring about a place for their child, they will be given Wrap Around Care Welcome leaflets, Registration Form, Medical Treatment Form, Parent/Carer Agreement (x2), Regular Attendance Booking Form, Holiday Play Scheme booking form (if appropriate) and Admissions and Fees policy and informed of whether there is currently a suitable place available for their child.

The Registration Form, Medical Treatment Form, Parent/Carer Agreement form must be completed together with the Regular Attendance form and before admission will be confirmed by the Manager.

Fees

Details of the costs for Wrap Around Care can be found on the booking forms and in the Welcome leaflet.

- Invoices are sent out monthly and must be paid promptly.
- If the fees are not paid on time, Wrap Around Care will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Wrap Around Care being forfeited.
- If fees are paid persistently late or not at all with no explanation, Wrap Around Care will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending Wrap Around Care for a specified period.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wrap Around Care.
- If your child is in receipt of Free School Meals and requires a WAC or Holiday Play Scheme place, fees and sessions will be agreed with the Headteacher. If it is agreed that a FSM child is eligible for an assisted place they will be offered up to 2 sessions a week. Either mornings (8am-1pm) or afternoons (1pm-6pm). Please note that this offer could be dependent on staffing levels.

Agreed by Resources committee 20.11.15

To be reviewed by 20.11.16

Signed..... (WAC Manager)

Signed.....(WAC Co-ordinator)