



Wrap Around Care (WAC) Booking Form.

Please use the form below to inform the school of regular before and after school care requirements and either email a copy directly to the school or hand a printed version to the school office. Paper copies are available from the school office on request.

These sessions will be booked for your child each week until you inform the school otherwise. If additional sessions are required on an 'ad hoc' basis then please use the WAC@stmartinsacademychester.co.uk email address..

Child's Name:

Date:

Class:

Day	Breakfast Club 8.00 – 8.30 £3.00 per session	After School Club Full Session 4pm – 6pm £7.50 per session	After school club Half Session 4pm - 5pm £5.50
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



Wrap Around Care (WAC) Terms and Conditions

We (St Martin's Academy) agree to provide WAC to you (the parent or carer) on the terms and conditions set out below.

Bookings

- Applications for regular WAC provision must be made using a WAC booking form (available from the St Martin's Academy website or the school office).
- No binding contract is formed between us, the school and you, the parent/carer until we have notified you that we have agreed your booking. All bookings are subject to availability.
- If we are unable to accommodate your booking because there are no available places or due to statutory staffing requirements you will be added to our waiting list.
- A minimum of two working day's notice is required to register WAC bookings. This is to ensure that adequate provision can be made.

Payment of fees

- Fees will be invoiced at month end.
- Invoices must be paid within 14 days of the invoice date.
- Payment can be made by cash/cheque, online banking, childcare vouchers.
- A late payment charge of 5% will apply to any outstanding balances after the payment due date has passed.
- Fees will be reviewed annually. At least two month's notice will be given of any changes to fees.

Cancellation of contract

- We, the school, reserve the right to terminate a contract due to unpaid fees.

Term dates/opening hours

- WAC sessions are only available during term times and will not be available on any day the school closes early.
- Charges will not be applied on any day your child does not attend due to school closure, including all bank holidays

Attendance

- WAC staff must be notified as soon as possible if your child is unable to attend for any reason.
- We reserve the right to send a child home due to illness or any other reason if we consider it to be in the best interest of the child or other children.
- You must drop off and collect your child at agreed times.
- You must notify us if there will be a delay in collecting your child. In these circumstances a £10 per hour late collection charge will apply.

I have read the terms and conditions relating to wrap around care at St Martin's Academy and agree to be bound by them.

Parent/Carer Signature:

Date: