



Sitwell Infant School
Headteacher: Mrs K. Peart
Grange Road, Rotherham
South Yorkshire S60 3LA
Phone: 01709 531855
E-mail: office@sitwellinfantschool.co.uk



Wraparound Care Contract

Name of Child: * _____

Contract Start Date: * _____ Contract End Date: * _____

This wraparound care contract outlines the terms and conditions for the provision of before and after-school care, available daily from 7.45 – 8.45am and 3.15pm to 5.45pm. Both sessions include a healthy snack and drinks for all children enrolled.

Please see table below for available options and tick which provision you would like your child to attend. Places are limited and will be distributed on a first come first served basis. Children are able to attend one or both sessions available each day.

Charges per session per day are clearly marked below:

Wraparound Provision you wish to reserve for your child	Cost per session per day	Please tick
Breakfast Club (7.45 – 8.45am)	£3	
Tea Club (3.15 – 5.45pm)	£10	

GENERAL

- Places are offered on a term-time only basis.
- Term dates are available from our main reception or on our website www.sitwellinfantschool.co.uk.
- Fees are charged for the full session booked regardless of how long the child attends the session. Parents are able to collect their child from Tea Club anytime within the timings of the sessions.
- Fees will not be reimbursed in the event of a child being absent for any reason.
- Please note if your child becomes ill during their time in wraparound care, you will be asked to collect them as soon as possible.



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PAYMENT/CHARGES

- Payments will be charged at least one week in advance.
- Charges will be reviewed regularly and may be increased in line with inflation.
- Payment should be made via School Money (February/March 2025) and via Arbor (from April 2025).

CLOSURE

- Wraparound care will be closed for 5 staff training days per year. Dates will be confirmed in advance.
- Wraparound care will be closed on Bank Holidays. Dates will be confirmed in advance.

CHANGES IN ATTENDANCE

- Please note we cannot guarantee the pattern that is requested. Places are allocated subject to availability within wraparound care provision.

TERMINATION OF CONTRACT

- Should you wish to terminate the contract for any reason, we require at least two weeks' notice in writing. Notice periods are charged for.

HOLIDAYS

- As we operate on term time only, you will not receive any deduction if you take your child out for holidays during the term. If you do, you will still be required to pay the fees to keep your child's wraparound care place secure.
- If you are taking your child out of provision for a family holiday, please ensure you speak to the staff in reception and make an appointment to discuss this with Mrs Peart. Please note as per DfE guidance no holidays are authorised and a Fixed Penalty Notice will be given where applicable.



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OTHER

- We have a responsibility to ensure all children in our care are safe and protected. We are obliged by law to follow child protection procedures if we have any concerns about a child.
- Parents of children attending Breakfast Club in the hall must ensure their child is dropped off each morning before 8am.
- Please ensure children are collected on time after Tea Club, as this will avoid them becoming upset.
- If children are not collected on time, you will be subject to pay additional fees to cover the extra staffing costs. This will be £10 for the first half hour and £5 for every 15 mins thereafter. These costs will be added to your payment account to be paid immediately.
- Please note if a child is not collected by the allotted time and we are not able to contact parents, we will contact Social Care, who will deal with the situation accordingly.
- Any changes to adults collecting your child must be shared with the wraparound care team in advance of the session.

PARENT/CARER AGREEMENT

Please sign to agree that you have read, understood and accept the terms and conditions of this contract.

Signed:

Date:

Print

Relationship to child:.....



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SCHOOL REPRESENTATIVE AGREEMENT

Signed:

Date:.....

Mrs K Peart
Headteacher

Once all parties have signed you will receive a copy for your records.



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