



Terms and Conditions

The Terms and Conditions below relate to the Wrap-around Care (WAC) provided by Egerton Church of England Primary School. By signing the registration form to book sessions for your child, you agree that you have read and understood all terms and conditions, any queries should be resolved before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/Carers must ensure all details on the booking form are accurate and up-to-date. Any changes must be made in writing via email to office@egerton.kent.sch.uk
3. Once a booking form is received places will be allocated. We expect to be able to accommodate all requests. Formal confirmation will be in the form of an invoice for the term ahead. If any sessions reach capacity you will be informed by email that you will be added to the waiting list.
4. Breakfast Club runs from 7.45am – 8.40am. Breakfast is only served until 8.15am, and we are not able to guarantee food will be available after this time.
5. An adult must bring the child to the WAC gate and ring the bell, waiting for a staff member to collect the child before leaving. Children must not be left at the gate or dropped off alone.
6. After School Club Short Session runs from 3.20pm – 4.30pm. Light snack offered (fruit and a drink).
7. After School Club Long Session runs from 3.20pm – 6.00pm. Light snack (fruit and a drink) and light tea offered at 4.45pm.
8. Please make sure you collect promptly from After School Club at either 4.30pm or 6pm depending on which session you have booked. Staff will note the time a child is collected. Please note: Late collections may incur a late collection fee, as referred to in point 19.
9. WAC will not run on days that the school is closed to pupils. Parents/Carers will not be charged for days that the club is closed.
10. The WAC we offer is additional care outside of normal school hours, all school policies and procedures are followed.
11. Fees are non-refundable for non-attendance such as illness, holidays and ad hoc events etc. Refunds will be given if the school initiates an activity such as a school trip or sporting event, after you have already made a booking at WAC.

FEES AND INVOICING

12. Breakfast Club

7:45 – 8:40am	£3.00	Breakfast served between 7.45am – 8.15am
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13. After School Club

3.20 – 4.30pm	£3.50	Light snack (fruit) and cold drink included
3.20 – 6.00pm	£9.00	Light snack (fruit), light tea and cold drink included

14. An invoice will be sent by email prior to the start of each term confirming the sessions booked and the payment due. Your Scopay account will be updated allowing you to make a payment prior to the first week of term. All monies due must be paid in full on SCOPAY by the advised date, which will be in advance of any sessions booked, for the particular term it relates to.
15. Childcare Vouchers can be used to pay for the outstanding amount, please make sure these are paid into our bank account by the requested date, once received we will update your SCOPAY account within 7 days.
16. Outstanding payment fees: If payment has not been received by the due date, your child may not be able to take part in any wrap-around care services, until the payment has been made.
17. If you have any concerns or difficulties making a payment please contact Katherine Lillicrap in confidence on finance@egerton.kent.sch.uk
18. Once your child has been allocated a place you must give a full term's notice to cancel this agreement.
19. We reserve the right to charge a late collection charge of £5.00 for up to 15 minutes. This charge applies if late collections occur more than once in any half term.