

# Newchurch Robins Wraparound Care

## Terms & Conditions



### Session Times & Fees

Our breakfast and after school club operates onsite daily during term time supported by a highly qualified, experienced and dedicated team.

Session Time	Fee
7.30-9.00 am	£6.28
8.00-9.00 am	£4.42
Start - 4.30pm	£5.43
Start - 5.00pm	£7.63
Start - 5.30pm	£9.83

We will provide parents with a minimum of one term's notice of any changes to the session or fee structure.

### Early drop off

Please note that children cannot be dropped off before 7.30am.

### Late collections

If your child is collected later than their booked time slot, you will be charged for the subsequent session time, as per our fees above. Our latest session finishes at 5:30pm; a late collection fee of £5 per 10 minutes will be charged after this time to cover staffing costs. If a child is collected late on a continuous basis the school reserves the right to withdraw their place.

### Clubs

Unfortunately, we are unable to offer a temporary discount for children attending an after-school club prior to their Robins session.

### Absences

Please ensure you inform the school office or Robins if your child will not be attending a booked session for any reason. Please be aware that we are unable to offer refunds for absences.

### Changes to booked sessions

Unfortunately, we are unable to facilitate swapping days as a one-off, as staffing and resources are planned in advance. However, if you wish to book additional ad-hoc sessions we will aim to accommodate this subject to spaces being available.

## **Cancellation of sessions**

Four weeks' written notice is required should you wish to cancel any or all of your booked sessions including any ad-hoc sessions booked.

## **Flexible bookings**

We recognise that some of our parents & carers work on a shift rota and will not require the same sessions every week. In such instances, please endeavor to inform the school of your requirements at least 4 weeks in advance so that staffing and resources can be planned accordingly.

## **Fees**

Payment for Robins bookings can be made in several ways:

- **Via ParentPay**, the cashless payment system that we use across school for payment items such as snacks and school trips.

Fees will automatically be charged according to your pattern of booked sessions. We politely request that you keep your Newchurch Robins ParentPay account in credit as sessions are debited in real time on a daily basis.

- **Using tax-free childcare:** <https://www.gov.uk/tax-free-childcare>
- Using **Childcare Vouchers** (if you are already registered with a provider). We have childcare voucher accounts in place with the following providers: Edenred, Fideliti, Care-4.co.uk, Computershare, Busy Bees, Kiddivouchers and Sodexo.
- Through the **childcare grant payment scheme** if you are a full-time higher education student

For payment through any of the above schemes, you can search for Newchurch Robins by using our Ofsted number: 111189 and postcode: WA3 4DX.

Payments made through a scheme are credited to your ParentPay account on a weekly basis, so please be aware that there can be a slight delay before these transactions appear against your Newchurch Robins ParentPay item.

If you also use our Robins holiday club, for audit purposes we would be grateful if you could make payment for this in a separate transaction.

If you do not keep your account in credit, we reserve the right to withdraw your childcare place until the debt has been cleared.

## **Communication**

We would be grateful if any requests to change or add sessions are emailed to us at [newchurch\\_robins@sch.warrington.gov.uk](mailto:newchurch_robins@sch.warrington.gov.uk) so that we have a clear record of the request.

*These terms and conditions will be reviewed on a regular basis to ensure the delivery of the very best childcare for your child.*