

**Kingswood Nursery School – ‘Wraparound Care’  
TERMS AND CONDITIONS**



Telephone: 01923 672531

email: admin@kingswood.herts.sch.uk

**Wraparound Care is charged at £15 a session. You may book as many sessions as you require.**

Parents can send their child for additional 3 hour slots of wraparound care either between 8.30-11.30 (if your child has an afternoon nursery place), or between 12.30-3.30 (if your child has a morning nursery place).

**As additional staff are employed to supervise wraparound care, all illnesses and other absences, including term time holidays will be charged for.**

We need two weeks written notice for any decrease of sessions or withdrawal of a child.

If you would like to increase or change booked sessions we will arrange this as soon as we have received your written notice, though requested changes will depend on availability at the time.

Invoices are sent out in advance on a monthly basis and should be paid in full during the first week of each month.

Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.

**COLLECTING CHILDREN**

Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation. Please do not send anyone under the age of 16 to collect your child.

**LATE COLLECTION**

Parents should collect their child promptly at the end of the lunch time session.

If a parent is delayed they should telephone school on 01923 672531 giving an expected time of arrival.

If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent and say that their child is waiting to be collected. After waiting 20 minutes with no response the emergency contact person for the child will be telephoned.

If there is no response and the child has not been collected after one hour, social services will be contacted.

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**Nursery Wraparound Care – Registration Form**

**Please return to Kingswood Early Years Centre.**

I agree to abide by the terms and conditions of Kingswood Wraparound Care.

Child's name: .....

Parent/carer's signature: ..... Date: .....

Price increase from 1<sup>st</sup> September 2017