

Kingswood Nursery School – Lunchclub and/or Wraparound Care
TERMS AND CONDITIONS



Telephone: 01923 672531

email: admin@kingswood.herts.sch.uk

**Wraparound Care is charged at £16.50 a session. Lunchclub charge is £6.00 per 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) or for just 1 hour during lunch club which is 11.30am – 12.30pm

As additional staff are employed to supervise wraparound care and lunch club, 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 on a monthly basis by email. Your first invoice will include a month's payment in advance equating to the same amount as your first month's fees. This will be held as a credit and will be used to clear your final invoice when your child leaves Kingswood or when you have given notice to cancel your place at Kingswood. Your monthly invoice should be paid in full during the first week of each month including the month's advance payment. If fees are not paid by the 12th of the month then your child could be refused care and lose their place. This retention of fees will ensure that any arrears accrued can be covered by the school. Please note that if you fall into arrears Kingswood has the right to cancel your child's place and retain any fees paid.

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.



Nursery Lunchclub and Wraparound Care – Registration Form

Please return to Kingswood Nursery School.

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

Child's name:

Parent/carer's signature: Date:

