

**ST RAPHAELS CATHOLIC PRIMARY SCHOOL
NURSERY WRAPAROUND CARE – REGISTRATION FORM**

St Raphael’s Catholic Primary School offer morning nursery places for children within the local area from the age of 3 years between 8:45am and 11:45am. The Nursery offers afternoon childcare, as extended provision (30 hours childcare where eligible) or wraparound care. Wraparound Care is available every afternoon Monday-Friday at a charge of £10.00 per session.

Wraparound care is offered after nursery finishes at 11:45am until school closes at 3:15pm. The children are taken for lunch at 11.45am and start the afternoon session after lunchtime play at 12.50pm. Your child may bring a packed lunch or have a school dinner at a cost of £2.18 per day from September 2017.

Should you wish to register your child for Wraparound care please complete the form below (please also ensure that you have completed a nursery admissions form and school contacts form), read the terms and conditions over leaf and sign the form returning it to the school office.

On receipt of your application you will receive confirmation of your place. Should you wish to withdraw from wraparound any point please do so in writing.

Subject to availability you may apply for wraparound care throughout your child’s time in nursery. We appreciate that whilst some children may be used to staying in a nursery environment for others this may be the first time they have been left with anyone other than family. Wraparound care is also useful in the summer term for preparing your child for the transition to reception class be it at St Raphael’s or elsewhere.

• **PLEASE COMPLETE THE FOLLOWING INFORMATION;**

Full Name of Child:			
Date of Birth:			
Parent/Carer 1:		Phone:	
Parent /Carer 2:		Phone:	
Address:			

• **PLEASE TICK BELOW THE SESSIONS WHICH YOU WISH TO APPLY FOR;**

Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	

• **PLEASE TICK IF YOUR CHILD WILL BRING A PACKED LUNCH OR HAVE SCHOOL DINNERS;**

School Dinner:	
Packed Lunch:	

• **FOR SAFEGUARDING PLEASE TELL US WHO WILL BE COLLECTING YOUR CHILD**

Contact Name:		Relation to Child:	
Contact Name:		Relation to Child:	

ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL
WRAP AROUND CARE

TERMS AND CONDITIONS

1. St Raphael's Wraparound Care is open to children from St Raphael's Nursery School only.
2. If your child is not going to be able to attend the care for whatever reason school must be informed by 12 noon of that day or the full daily charge for the session will be made.
3. If you commit to a session but do not regularly attend you may lose your wraparound care place.
4. Children must be collected by 3.15pm. If parents or carers are going to be late they must inform School staff.
5. Sessions are paid for on a weekly basis.
6. Fees must be paid weekly or a 5% late payment charge will be incurred. Non payment of fees will result in a child's place being withdrawn unless the head teacher has made of aware of any exceptional circumstances.
7. Fees must be paid at the start of each week, please send money by cheque or is cash in a clearly labelled envelope given to the nursery staff for processing in the school office.
8. If you child has a school dinner this is charged at £2.18 per day (from September 2017), dinner money is to be paid weekly in a clearly labelled envelope and given to the nursery teacher. Two week's notice is required to change from sandwiches to dinners and vice versa.
9. Parents and carers are not able to negotiate individual pricing to suit their own circumstances.
10. There will be an annual review of charges each April.
11. Staff must be informed of any changes to medical information or contact details straight away.
12. If staff feel that you child is not settling they will discuss this with you and look to resolve any issues, should your child continue to be unsettled you may be asked to withdraw them from wraparound until they are slightly older.
13. If you wish to cancel your child's place on a permanent basis you must notify school in writing giving us one months notice.
14. The wraparound care is part of St Raphael's Catholic Primary School. All relevant school and local authority policies therefore apply. Copies of policies are available from the school office. These include the school's safeguarding and health and safety policies.
15. Children are expected to behave safely and sensibly at all times. Unacceptable behaviour may result in the child's place being withdrawn.
16. The school reserves the right to change these terms and conditions with one months notice.

I agree to these terms and conditions;

Print name:	
Signed:	
Date:	