

# The Avenue Infant School

## WRAPAROUND CARE BOOKING, CANCELLATION & PAYMENT POLICY

Adopted: \_\_\_\_\_

Signed on behalf of the Governing Body: Mr Stewart Miller

Position: Chair of Governors

Date: 3<sup>rd</sup> December 2025

Review Date:

## WRAPAROUND CARE BOOKING, CANCELLATION & PAYMENT POLICY

In order to ensure the sustainability of Wraparound clubs, it is imperative that attendance at the club is at a maximum intake. The following policies apply to ensure the club is run effectively.

### **BOOKINGS**

- The Avenue Breakfast Club is open to any child who is registered as attending The Avenue Infant School.
- The Avenue After School club is open to any child who is registered as attending The Avenue Infant School or Park Junior School, Wellingborough.
- The Breakfast Club will be open from 7.45am and After School Club will be open from 3.15pm to 6.00pm. Both clubs are open Monday to Friday, term-time only and does not include training days or Bank Holidays.
- The Clubs must be in receipt of a Registration Form before children can attend.
- Ad-hoc bookings can be made if sufficient spaces are available.
- If your child attends the After School club following another teacher/instructor led club or FOTAS event, they will be charged for the whole session irrespective of the time they enter the After School club.

### **CANCELLATIONS**

- All bookings require 2 weeks' notice of cancellation otherwise the normal session charge will apply. Leave of absence and term time holidays are exempt from this.
- If children are absent due to a leave of absence including term-time holidays full session costs will apply.
- If children are absent or sent home during the day due to illness or any other reason the full Breakfast and/or After School Club session charges will apply.

### **OTHER CHARGES – AFTER SCHOOL CLUB ONLY**

- Late collection of pupils (6pm to 6.15pm) will incur a £5.00 per 5 minutes.
- Late collection of pupils after 6.15pm will incur a £25.00 per 15 minutes charge.

### **PAYMENTS**

- Payment of full fees must be paid two weeks in advance.
- Emergency bookings must be paid for by the next working day.
- Fees must be paid promptly. Non-payment for more than two weeks will result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the school office.
- Any outstanding payments must be made within 14 days, or your place will be revoked, and re-application will be required.
- Payment can be made by the tax-free childcare scheme, childcare vouchers, online Payments, and debit card. If you wish to pay by tax free childcare scheme or childcare vouchers, please inform the school office. Please note that cheques are NOT accepted