

**Breakfast / After School Wraparound – Parents Terms & Conditions 2024-25**

Please read through these terms and conditions and return a copy of the last page to confirm acceptance. Failure to do so may result in the withdrawal of your child's place.

**Fees**

1. All fees must be paid for in advance by your ParentPay account. Once the scheme accepts tax free child care / childcare vouchers, eligible parents will be given the option to book and pay later. Once funds are cleared in your childcare account, payment should be made to the school account within three days. Please confirm with the school office which childcare voucher schemes are accepted.
2. Booking can be made up to 9pm the night before a session.
3. Fees are payable during periods of absence from school, including sickness and any holidays taken when the school is open. Any parent having financial difficulties or a change of circumstances should discuss this in confidence with the school.
4. Fees are reviewed annually so any increases will only occur once during the year. Any increase will be notified by the school at least one half-term in advance of the increase being applied.
5. The session prices are as follows:
  - a. **Breakfast Club** - £5
  - b. **After School Club – Pick Up by 4.15pm** - £6
  - c. **After School Club** - £12
6. Fees will not be charged for days when the school is closed, including school holidays, INSET closure days, and the afternoon sessions of the last day of each full-term (e.g. the day before Christmas/Easter/Summer holidays).
7. Details of planned closures are available on our website - [www.fhi.hounslow.sch.uk/term-dates](http://www.fhi.hounslow.sch.uk/term-dates) . In the event of an unplanned closure for any other reason, the fees paid for the affected session will be carried forward or refunded.
8. Fees will not be refunded or waived for absence through sickness or any other reason unless 48 hours notice has been given. This rule is necessary so that the

school can properly budget for its own outgoings which continue whether or not all children are present.

9. If you incur a late collection fee then payment must be made within 3 working days of the late session. Failure to pay may result in the termination of this contract.

10. Late collection fees are as follows:

**After School Club – Pick up by 4.15pm**

- 5-15 minutes late (4.15pm – 4.30pm) - £10
- After 4.30pm - £15

**After School Club**

- 5-10 minutes late (5.50pm – 6pm) - £15
- 10-20 minutes late (5.50pm – 6.10pm) - £20
- Over 20 minutes late (6.10pm onwards) - an additional £10 for every 10 minutes thereafter

The late collection fees are higher than our normal fees as they include an administration fee and their purpose is to be used as a deterrent rather than the norm. Persistent late collection may result in your child's place being withdrawn.

### Terms of Payment

1. In the event of charges being incurred for late collections, then you will be contacted directly by email with a breakdown of charges and how and when to pay (3 days from receipt of email).
2. If payment is not made by the due date, you will be given a further 3 days to make payment and advised that your child's place may be terminated if full payment of arrears is not made.
3. If full payment is not received after the second request due date, your child's place will be withdrawn.
4. If you are eligible for tax free childcare / childcare vouchers, and you have the option to 'Pay Later', it is expected that you will settle any outstanding amounts within 3 days of funds being cleared in your childcare account.

5. The school has the right to continue to pursue payment of unpaid fees in accordance with this agreement.

### **Attendance**

1. Prompt pick up is required. Persistently late collections could result in the school terminating this contract and your child's place being withdrawn.
2. When collecting your child, you should use the dedicated after school club doorbell outside the school office. A member of the after school club staff will speak to you and bring your child directly to you.
3. All communications should be directed to the dedicated after school club mobile phone number – 07962608537 or email address [wraparound@fhi.hounslow.sch.uk](mailto:wraparound@fhi.hounslow.sch.uk) as the school office will be closed. If you are running late you should call the number as soon as you know.
4. Your child's place is not guaranteed unless you book via ParentPay – places are allocated on a first-come first-served basis. If you regularly use and rely on the service, it is recommended to book in advance to avoid disappointment.
5. Food will be provided as follows:
  - a. **Breakfast Club** – breakfast (no breakfast served after 8.15am)
  - b. **After School Club – Pick Up by 4.15pm** – a small snack – e.g. fruit/biscuit
  - c. **After School Club** – a small snack and a cooked meal (served from 4.45pm to 5.15pm)

# Feltham Hill Infant & Nursery School Breakfast and After School Wraparound

## Acceptance of Parents Terms and Conditions 2024-2025

Parent's Name

First Name		Surname	
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Child's Name

First Name		Surname	
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I accept the terms and conditions for the Breakfast and After School Wraparound and have read and understood the Parent Handbook.

Parent/Guardian Signature: Type name if sending electronically.	
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