



## Wallisdean Federated Schools' Wraparound Provision Wraparound Provision Charging Policy

We currently offer child care provision both before and after school. New children are welcome to join us on a regular or on a casual basis. Below are the costs and booking procedures:

**Breakfast Club**     **7.30 am**   **£6.00** (*breakfast included*)  
                                 **8.15 am**   **£4.00** (*no breakfast*)

Families are encouraged to make a block booking for at least a month in advance. Further bookings can be made thereafter, subject to availability. We stop serving breakfast at 8:15am therefore if you would like your child to have breakfast please arrive before 8:15am.

**After School Club**   **until 4.30pm**   **£6.00** (*light snack included*)  
                                 **until 5.30pm Monday - Thursday**   **£11.00** (*light snack included*)  
                                 **until 5.00pm Friday**   **£11.00** (*light snack included*)

Families are encouraged to make a block booking for at least a month in advance. Further bookings can be made thereafter, subject to availability.

Please note that any late pickups will be charged at £1 per minute. **Important:** Adults must call the Infant School office on **01329 280827** to notify staff if they are running late for a pickup.

### **Booking procedures:**

To enable us to ensure that every child has a place, we have a booking procedure for both the morning and evening care. All families are encouraged to make a block booking for each half term. This can be for a very limited number of days and further bookings can be made thereafter, subject to availability, however only block bookings can be guaranteed. It is therefore advisable to book as many dates as you can in advance. We will only contact you if there is a problem with the allocation of childcare. Bookings close 7 days prior via SCOPAY and any sessions after this time will follow the Ad Hoc bookings procedure below.

### **Cancellation procedures:**

Bookings will be non-refundable and cancellations will be chargeable.

Once the booking has been made, we will ensure we have the correct level of staffing to supervise the number of children attending the child care. This will mean that every child who needs a place will get a place.

**How to Cancel:** To cancel a session, you must either call the school or send an email.

**Same-Day Notifications:** If you are cancelling on the day of the session, you **must notify the school by 2:45 pm** for your child to be dismissed directly from their class. If notification is received later than 2:45 pm, your child will still be sent to the club, and you will need to collect them from there.

**Payments:**

Payment must be made at the time of booking via your SCOPAY app. Tax Free Childcare (TFC) and Voucher payments need to be made at the start of the month to cover all sessions booked for the month. If any extra sessions are booked within the month TFC / voucher payments need to be transferred at the time of booking.

**Ad Hoc Bookings:**

For any ad hoc bookings with less than 7 days' notice, please contact the school office. Ad hoc bookings will only be possible if there is space on the requested session and there is enough credit on the account to cover both the session(s) and admin fee(s). If we cannot fulfil your booking request, we will contact you. A booking fee of 50p per child per session.

**Breakfast Club Mondays after school holidays:**

The Admin Office is closed during half term breaks. Any requests for Monday Breakfast Club during this period will not be processed, and staff will be unable to accept your child without a confirmed online pre-booking.

Reviewed: March 2026

Ratified by Resources Committee: 17/3/2026