

HIGHWOOD

NURSERY WRAP-A-ROUND CARE

REGISTRATION BOOKLET



With effect from September 2018

TERMS AND CONDITIONS OF MEMBERSHIP

1. Wrap-A-round Care will be open to children currently attending Highwood Nursery, and every effort will be made to include all children providing that the needs of the group are not compromised.
2. A **Lunch Club** session is from **11.45am** when the morning Nursery session finishes to **12.30pm** when the Afternoon Nursery starts. A Lunch Club session will cost **£2.40** per session per child per day and your child will need to bring either a packed lunch or money to purchase a school dinner. For parents accessing the 30 hours funding lunch club must be paid or alternatively you may take your child home for lunch between the Nursery sessions.
3. An additional Nursery session will cost **£8.40** in addition to the fee for a Lunch Club session therefore a total of **£10.80** per day. This will be either a Morning session or Afternoon session depending upon which session your child normally attends. If your child normally has a Morning Nursery session and wishes to stay all day then they will need to be picked up at 3.30pm at the end of the Afternoon session. If your child normally has an Afternoon Nursery session and wishes to stay all day then you would need to bring them to Nursery at 8.45am.
4. Payment is required in **advance** for the following month. i.e. Payment for September should be made by 31st August and payment for October should be made by 30th September etc. Bookings will be confirmed once the first month's payment has been made. Your child will not be able to do additional sessions until payment has been made. Payment may be made online, via SCOPAY (which is the preferred method, in cash or by childcare vouchers. An admin fee of £3.50 will be charged for late payments.
5. No refunds can be given for cancellations for booked sessions for sickness or holidays unless at least a week's notice is given by email to admin@highwood.wokingham.sch.uk.
6. Ad hoc bookings may be available but must be booked the week before the sessions are required. Please contact the school office in advance to see if spaces are available and these sessions must be paid for in advance.

REGISTRATION DETAILS

Please fully complete these registration pages to enable us to meet the needs of your child.

Child's Forenames.....

Child's Surname.....

Male/Female (please circle)

Normal Nursery session : Morning/Afternoon (please cross out)

SESSIONS REQUIRED:

LUNCH CLUB

MON TUE WED THUR FRI

ADDITIONAL NURSERY SESSION

MON TUE WED THUR FRI

Please state if morning or afternoon extra session is required.

Date to start or dates required

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.....

I have read and understood the terms and conditions and agree to them. Yes/No

Signed (Parent/Guardian):

..... Date.....

Full name (BLOCK CAPITALS).....

If you have any queries regarding either your booking or the club
please contact Helen Westall in the school office on 0118
9265493