

# WRAPAROUND REGISTRATION FORM

07925 180555 (Wraparound timings only)

Pupil's Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

- A light breakfast will be served until 8 am, please let staff know on arrival if you would like your child to have breakfast.
- A light tea will be served at approximately 5 pm for those children booked in beyond 5 pm.
- Key Stage Two children will be taken into a classroom to complete their homework.
- A password will be requested should your child be collected by an adult not known to us.

Password: \_\_\_\_\_

- If you are late (more than 10 minutes) in collecting your child from Wraparound you will be charged £5 per 15 minutes.
- Please note that you will receive confirmation of your booking.
- Please see overleaf for charges and booking conditions. Childcare Vouchers and Tax-Free Childcare are accepted as payment.
- If your childcare circumstances change unexpectedly during the term, please contact Mrs Trott [wraparound@st-teresas.bucks.sch.uk](mailto:wraparound@st-teresas.bucks.sch.uk)
- Please save the Wraparound telephone number in your contacts – 07925 180555.

## Parent/Guardian Telephone Numbers in order of preference:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Emergency Contact Numbers if parents are not contactable:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Has the school been informed of any dietary/medical requirements?

## Termly Bookings

- Termly bookings are made prior to the beginning of each term. Ideally, booking forms should be received prior to the end of the previous term to ensure adequate staffing can be arranged.
- If you need to cancel a session, for Safeguarding purposes, please advise Wraparound 24 hours in advance by emailing: [wraparound@st-teresas.bucks.sch.uk](mailto:wraparound@st-teresas.bucks.sch.uk).
- Termly bookings will not receive a refund for cancelled and no show sessions.
- If a club is cancelled and your child has a termly booking on that day they will automatically have a place in Wraparound at no extra charge.
- For Termly Wraparound charges, which will be charged in advance on your fee note, please see the table below.

## Ad-hoc Bookings

- Ad-hoc bookings are to be made at least 24 hours in advance using the Ad-hoc booking form.
- If you need to cancel a session, for Safeguarding purposes, please advise Wraparound 24 hours in advance by emailing: [wraparound@st-teresas.bucks.sch.uk](mailto:wraparound@st-teresas.bucks.sch.uk).
- Ad-hoc bookings will be charged for cancelled and no show sessions at Ad-hoc rates if not cancelled as described above.
- If a club is cancelled and your child has an Ad-hoc booking after the club on that day, your child will be supervised in Wraparound, at no extra cost, until your chosen collection time. An email will be sent to notify you of the club cancellation. If you choose to collect your child at the end of the school day instead, please ensure you have cancelled your Ad-hoc Wraparound booking.
- For Ad-hoc Wraparound charges, which will be charged in arrears on your fee note, please see the table below.

## Wraparound Charges Per Session

	Ad-hoc Charges	Termly Charges
7.45-8.20 am	£4.50	£3.50
Until 4.30 pm	£5.00	£4.00
Until 5.00 pm	£7.50	£6.50
Until 6.00 pm	£11.50	£10.50
4.30-5.00 pm	£4.00	£3.00
5.00-6.00 pm	£7.50	£6.50

I acknowledge that I have read the above information regarding Wraparound bookings

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)