

**HEADTEACHER:** Mr S. Chiswell, BA Ed (Hons) NPQH  
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## Nursery 'Wrap-Around' Care and 30 Hour Free Care (Extended Entitlement) Policy

### **Definition**

Wrap-Around care is a half-day session, tagged on to a child's Morning or Afternoon nursery session, enabling a Nursery child to attend for a full day (from 8.45am to 3.30pm).

### **Admissions**

Wrap-Around care will be available to all Nursery children. Half-day sessions must be applied for using the 'Booking In Form'. These sessions will continue each term until they move up to Reception. Any changes to these sessions require written notice, as detailed below.

Wrap-Around places are limited due to staff-to-child ratios and class sizes, therefore places will be offered on a first-come first-served basis after standard Nursery and Pre-School places have been allocated in line with the School and Pre-School Admissions Policies.

### **Usage**

All Nursery children will continue to attend their current standard 15 'Universal Hours' in Nursery as normal; (January and April intake initially attend Afternoon Nursery, then join September intake in Morning Nursery). These sessions cannot be swapped.

Up to 5 additional half-day sessions can be booked per week. Wrap-Around sessions will be based in either Pre-School or Nursery. Booked sessions cannot be swapped and missed sessions must be paid for.

### **Lunch**

Parents must provide a packed lunch in accordance with the school's Packed Lunch Policy. Nursery children will eat together either in the Nursery classroom or with the Pre-School children.

### **30 Hours Free Childcare (Extended Entitlement) Funding**

If parents are working, they may be entitled to 15 hours free childcare per week, in addition to the 15 Universal Hours childcare which is available to every 3 / 4 year old. The school will accept this funding to help cover the cost of Wrap-Around care. Funding cannot be used in Breakfast Club or After School Club, but funding can be split between St. Mary's and other childcare providers if care is needed before or after school hours of 8.45am to 3.30pm.

Parents should apply using the online form at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If eligible, they will be given a code by Central Bedfordshire Council to pass on to us. Each code will last for 3 months and parents must remember to renew their details online before their code expires if they wish to continue receiving funding.

Funding will start from the term following their third birthday, or the term following confirmation of eligibility, whichever is later. Deadline dates for each term are 31<sup>st</sup> August for September term, 31<sup>st</sup> December for January term and 31<sup>st</sup> March for April term. Your code must start before those dates to receive funding during the following term. For example, if a child turns 3 in August, you apply for funding on 1<sup>st</sup> September, receive your code on 5<sup>th</sup> September, term starts on 6<sup>th</sup> September; you will not be able to use your funding until the following term in January. In this case, you would be welcome to book Wrap-Around sessions during the September term, but these would need to be paid for. We recommend applying for funding as early as possible.

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### **Ad-Hoc Sessions**

Occasional, one-off sessions can be booked in exceptional circumstances but must be paid for (even if a funded child has not used their full weekly entitlement). Ad-hoc sessions will not be invoiced, but must be paid for in advance or on the day. Up to 5 ad-hoc sessions can be booked per term. Missed ad-hoc sessions will still be charged.

### **Top Ups**

Nursery sessions are 3 hours per day and Wrap-Around sessions are 3 hours 45 minutes per day. Therefore, 30 hours per week equates to 15 Universal hours (5 nursery sessions) and 4 Wrap-Around sessions. If you are in receipt of the 30 hours funding and would like your child to attend 5 full days a week, you will need to pay a Top Up charge for the fifth day.

### **Fees**

Wrap-Around fees are charged at:

Top Up = £17.00 per week

Half Day Ad-Hoc Sessions = £17.00 per day

### **Payments**

Fees will be invoiced termly and will offer the option to pay either by weekly instalments or in one lump sum. Payments must be made by the date specified on the invoice.

Payments can be made by cash or by cheque. Cheques should be made payable to 'St. Mary's Catholic Primary School'.

### **Notice**

For budget planning and staffing, we require notice of any changes to attendance. One month's written notice is required of your child ceasing or reducing their Wrap-Around sessions, otherwise fees will be charged.

### **Outstanding Fees**

If you have difficulty paying fees, please inform the Pre-School office immediately. After 7 days of non-payment, you will receive a formal reminder that fees are outstanding. Should fees continue to be unpaid, we may reconsider your child's place in Wrap-Around care.

### **Refunds**

No refund is made for sickness or absence from the Wrap-Around sessions.

### **Closure**

In the event of the school being forced to cancel sessions, the school will endeavour to give as much notice as is reasonably possible. The school reserves the right to offer replacement sessions in lieu of refunds.

### **Staff Discount**

Children of staff at the school may be entitled to a discounted rate. Staff rates are to be discussed with and agreed by the Headteacher and Governors.

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