Victoria Primary School

Wraparound Booking Form

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week Beginning: Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** |
| **Start Time** |  |  |  |  |  |
| **Collection Time** |  |  |  |  |  |
| **Total Hours (rounded to nearest hour)** |  |  |  |  |  |
| **Total Weekly Hours** |  | **Total amount enclosed:** |  |

I confirm that I have read and agree with the information overleaf and I enclose the correct amount owed. Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important information overleaf!**

**Victoria Primary School – IMPORTANT Wraparound Information**

* The cost of this provision is £4:50, per child, per hour. (Rounded up to the nearest hour.)
* A booking form must be sent in on a Thursday to the child’s class teacher for the following week with **full payment included**. Failure to provide full payment will result in your child being unable to stay.
* Any booking made after a Thursday for the following week will be charged at £5:00 per hour – this is to encourage as much advanced booking as possible to support planning our sessions.
* Although the provision only runs until 5:30pm, this last half hour will be charged at a full hour rate (£4:50). This is as a result of a low number of pupils indicating staying until this time and to ensure that the school does not make a loss financially by staying open until 5:30pm.
* Our wraparound club will take place in **MOBILE 4** in the back playground. If your child is being collected **after 3pm** please make your way to the back playground via the side gate – ring the bell on the mobile door to gain entry. You will be asked to sign your child out of the provision – all children must be collected by an adult, aged 18+, from the provision.
* **For children being collected at 3pm – children will be brought out of the provision with an adult and meet parents / carers at the entrance to Primary 1 for collection. This is because parents are not allowed into the back playground when children are still in school.**
* If a child is off school ill on a day in which they were to attend the provision, no refund will be possible.

**Please send this booking form into school, along with correct payment, in an envelope.**