

New Invention



We can...we will...together!

Dawn till Dusk Wrap Around Care Before and After School Club Fees Policy 2025-2026

Signed: *J. Raffan* Headteacher

Signed: *cut* Chair of Governors

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What is wrap around care?

'Wrap around care' is childcare that schools provide outside of normal school hours, in the form of before school childcare and after school childcare.

Statement of intent

New Invention Infant School believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to support parents, the School aims to provide an affordable and convenient wrap around childcare service. Before and after school care is available to children aged 3 to 11 who attend either New Invention Infant School or New Invention Learning Academy, allowing parents more flexibility with their working hours.

Session times

At New Invention Infant School Before School wrap around care (Breakfast Club) operates from 7:45am and runs until the start of the school day at 8:55am (8.30am for Nursery Children). After-school wrap around care (After School Club) operates from the end of the school day at 3.25pm until 5.00pm.

Fee Structure for 2025-2026

<u>Session</u>	<u>Fee</u>
Before School 7.45am - 8.45am	£5.00
After School - Part Session 3.25pm - 4.15pm	£4.00
After School - Whole Session 3.25pm - 5.00pm	£7.90

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements, please note for Breakfast Club children must arrive before 8.15am as after this the gates will be locked and there will be no access to Breakfast Club, this is to ensure the security of the children within the provision.

Fees quoted are per child.

All fees are paid in advance using the Gateway app following a Pay as you book process.

Meals and drinks

Breakfast is available at Before School wrap around care and is served between 7:45am and 8:15am, this typically consists of a selection of cereals and toast with a choice of spreads, and juices or water to drink.

A hot tea is available during the afternoon whole session only, and is served at approximately 4:30pm. Tea typically consists of a range of hot food, varying between pizzas, pasta, burgers, hot dogs, crackers with squash or water to drink.

Meals are included in the Breakfast Club and After School Whole Club Session fees.

Fresh drinking water is always available and accessible free of charge.

How to register

To register to access either the Before School Care or After School Care, please contact the Dawn till Dusk team via email at dawntilldusk@invention-i.walsall.sch.uk to request a Registration form.

How to book your sessions

Once your Registration form has been returned along with the signed Agreement, your child will be added to the Dawn till Dusk group and then the club option will become visible on your School Gateway App. You can then proceed to make a booking for Breakfast and Afterschool Club.

Bookings will ONLY be accepted through the School Gateway App and are on a pay as you book system. Bookings must be made before 6.30am on the required day to register.

Any child not booked for that day will be unable to access provision.

Spaces are limited to ensure appropriate adult to child ratios. The School has a first come, first served policy for admissions to Wrap Around Services. When all the places have been filled, there will be **no more** places allocated for these sessions.

How to pay

Payments are to be made using your Gateway App following the payment process within the App.

We are unable to accept payments by cash or cheque.

Childcare vouchers

Wrap Around Care Provision at New Invention Infant School accepts most Childcare Vouchers provided through parents/carers employers.

Tax-free childcare

If you're a working parent with children under 12, you can open an online account to pay for registered childcare.

The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. You cannot calculate this by taking 25% off the amount your fees are - it is a build-up system therefore to cover costs e.g. If your bill is £100 you would need to pay £80 yourself for the Government to then top-up the remaining £20 (25% of £100). This can be a very confusing system, if have difficulties calculating this or your account is starting to accrue arrears because of calculations then please come into the school office for support.

Parents can pay into their childcare account whenever they want, allowing them to build up a balance in their account for when they need more childcare than usual; such as during the summer holidays.

If parent's circumstances change, then they will be able to withdraw the money they have built up. If parent's do this, the government will withdraw its corresponding contribution. **Parents will also be asked to reconfirm their eligibility every 3 months - which you MUST do to continue in the scheme.**

Parents can't claim Tax-Free Childcare at the same time as claiming Tax Credits, Universal Credit or Childcare Vouchers.

Parents who apply for Tax-Free Childcare, won't be able to get:

- Child Tax Credit
- Working Tax Credit
- Universal Credit
- Childcare Vouchers from your employer

Child Tax Credit and Working Tax Credit payments will stop automatically if a parent successfully applies for Tax-Free Childcare.

Further information can be found at <https://www.childcarechoices.gov.uk/>

Universal Credit Receipts

If a receipt is required including the URN and Reg number this can be provided by emailing dawntilldusk@invention-i.walsall.sch.uk

When is payment due?

Before each session booked; we only allow a pay as you book process unless paying via a Government payment scheme.

If you pay using the Government Tax Free Childcare or Childcare Voucher Scheme you will be able to book sessions without paying at the time of booking. ***This is on the understanding that regular payments need to be made in the usual way to ensure you have credit available to book sessions. If this falls behind future sessions will be cancelled.***

Dawn till Dusk will transfer payments made when the funds have cleared with our bank onto your School Gateway account for you.

You will only be allowed to book sessions up to a maximum of:-

£25 per child (Breakfast club -1 week)

£40 per child (After School Club - 1 week)

before your account will be put on hold to prevent a debt occurring.

Once the fees are paid up to date we will then re-instate your ability to book sessions on the School Gateway App.

When do charges apply?

There is no charge for bank holidays or for planned school closures such as inset days. Fees are payable in full for all periods of children's absences and sickness.

In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

Emergency closure

There are certain rare events that could result in the wrap around care at New Invention Infant School having to close for a limited time. We aim to rectify the closure as soon as possible and keep Dawn till Dusk Wrap Around Fees Policy 2025-2026

all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Headteacher will decide whether it is safe for children and staff to attend. Staff will inform parents /carers at the earliest opportunity. In the event of an emergency closure, no fees will apply and payments already made will be credited accordingly. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day. Please refer to our Emergency Closure Policy for more information.

If the provision is open but it is parental choice for the child not to attend the provision, fees still apply.

Late collection charges

New Invention Infant School must ensure that we adhere to legal requirements on staff to child ratios and must have at least two members of staff on the premises at all time and a member of the Safeguarding team. Late collection has a significant impact on ensuring the correct legal adult to child ratios are maintained and on staff costs. Late collection will be charged at a rate of £5.00 for every 15 minutes late or part thereof.

Late payment of fees

If you are experiencing difficulty meeting the fees, we encourage you to email our Dawn till Dusk email to arrange a meeting as soon as possible.

If payment is not received in full as outlined above, this is deemed as a late payment. A late payment charge of £5.00 a day will be made for each day until payment is received. This applies also to any Childcare Voucher payments.

The following procedures will be followed:

- A date is set for payment to be made
- The school will check for payments on the date they are due
- All parents/carers who have not paid will be contacted by phone to remind them about the payment date and expectations of when the payment is due
- If payment is not received by the agreed date, the school will follow the non-payment of fees procedure.

Non-payment of fees

Our Provision is self-funded therefore cannot carry any debts for the provision to remain open.

In the event of non-payment of fees, the following procedure will be followed:

A meeting will be arranged to discuss the situation, if a resolution cannot be agreed, the child's place will be withdrawn and the place will become available to other children. New Invention Infant School reserves the right to terminate a contract in the event of non-payment of fees.

Debt collection procedure

We unfortunately need to cover the risk to the school of parents/carers not paying for a pre-booked space or their outstanding fees. Whilst we will work with you to cover periods of hardship you may have, once a goodwill arrangement becomes a pattern or an obvious debt, we will if required hand over your non-payment to Walsall Metropolitan Borough Council - Legal Services.

Additional sessions

Subject to availability, all sessions are bookable via the Gateway App.

School terminating a child's place

New Invention Infant School reserves the right to terminate a child's place with immediate effect if a child or parent/carer displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, 4 weeks' notice in writing will be given.

Review of the fees policy

New Invention Infant School will review the Fees Policy annually and parents/carers will be provided with at least 1 months' notice of any changes by letter sent electronically.

Data protection

Registered with ICO under Data Protection Act 1998

Agreement

I _____ acknowledge that I have read, understood and accept the terms and conditions contained in this policy, and agree to abide by the procedures set in place.

Signed _____

