Valley Pre-School

Wraparound Care Terms and Conditions

Effective from 1st September 2026

1. About the Service

These Terms and Conditions apply to all children attending the wraparound care provision operated by **Valley Pre-School, Beckenham Lane, Bromley BR2 0DA** ("the Setting").

By booking sessions, parents/carers agree to comply with these terms.

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2. Wraparound Care Hours

The Setting provides wraparound care during the following times:

Session	Times
Breakfast Session:	7.45am-9.00am
Optional Extra Hour:	3.00pm-4.00pm
After Pre-School Session:	4.00pm-6.00pm

The Setting reserves the right to amend opening times where necessary. Reasonable notice will be provided where possible.

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3. Admissions and Eligibility

Wraparound care is available to children who:

- Attend Valley Pre-School, and
- Meet the age requirements of the provision.

Places are subject to availability.

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4. Bookings

- All sessions must be booked half-termly in advance.
- Bookings should be made via emailing: pre-school@valley.bromley.sch.uk
- Sessions are allocated on a first-come, first-served basis.
- Limited sessions may be available subject to staffing ratios and availability.
- Parents/carers are responsible for ensuring bookings are correct.

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5. Fees and Payments

Session	Current Fees (*subject to change)
Breakfast Session	£8.50
Optional Extra Hour	£7.50
After Pre-School	£17.00

Payment Terms

- Payment must be made half-termly in advance and within 14 days of invoice.
- Accepted payment methods:
  - Bank transfer
  - Childcare vouchers
  - Tax-Free Childcare
  - Debit / Credit Card on Arbor (the school's MIS)

Failure to make payment may result in sessions being withdrawn. Outstanding balances over 30 days may incur an administration charge of £30.

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6. Cancellation Policy

- No refunds are provided for:
  - Illness,
  - Holidays,
  - Non-attendance.

Exceptional circumstances may be considered at the discretion of the Setting Manager.

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7. Late Collection

Children must be collected promptly at the end of the session. Late collection charges apply as follows:

- £5.00 for the first 15 minutes
- £5.00 for each additional 15 minute period

Persistent late collection may result in suspension or withdrawal of the child's place.

If a child is not collected and no contact can be made with parents/carers or emergency contacts, safeguarding procedures will be followed.

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8. Arrival and Collection Procedures

- Children must be signed out by an authorised adult.
- Parents/carers must notify the Setting if someone different will collect their child.
- If you are going to be late please call this dedicated number from 4pm-6pm:
- **020 8466 8252**
- Photo identification may be requested along with confirmation of the collection password.
- Children will not be released to unauthorised persons.

9. Illness, Accidents and Medication

Children who are unwell or infectious must not attend wraparound care. Parents/carers must inform the Setting of:

- Medical conditions,
- Allergies,
- Dietary needs,
- Ongoing medication requirements.

Medication will only be administered:

- With written parental consent,
- And in accordance with the Setting's Medication Policy.

In the event of illness or accident, parents/carers will be contacted immediately. Emergency medical treatment may be sought if necessary.

10. Food and Drinks

The Setting will provide snacks and drinks during sessions. Parents/carers must inform the Setting of:

- Allergies,
- Intolerances,
- Religious dietary requirements,
- Special dietary needs.

No nuts or nut products will be served.

11. Safeguarding and Welfare

The Setting is committed to safeguarding and promoting the welfare of children.

All staff:

- Hold appropriate safeguarding training,
- Are DBS checked,
- Follow safeguarding procedures at all times.

Any safeguarding concerns will be managed in accordance with the School's Safeguarding Policy.

12. Emergency Closures

The Setting may need to close due to:

- Severe weather,
- Staff shortages,
- Emergencies,
- Circumstances beyond reasonable control.

Parents/carers will be informed as soon as possible. Refunds for emergency closures will be at the discretion of the Setting.

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13. Liability

The Setting accepts no responsibility for:

- Loss or damage to personal belongings,
- Injuries resulting from circumstances beyond reasonable control.

Reasonable care and supervision will be provided at all times.

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14. Data Protection

Personal information will be processed in accordance with:

- UK GDPR
- The Data Protection Act 2018.

Information will only be shared where:

- Legally required,
- Necessary for safeguarding,
- Required for operational purposes.

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15. Changes to Terms and Conditions

The Setting reserves the right to amend these Terms and Conditions at any time. Updated copies will be provided to parents/carers.

Parent/Carer Agreement

I confirm that I have read and understood the Wraparound Care Terms and Conditions and agree to comply with them.

Parent/Carer Name _____

Child's Name _____

Signature _____

Date _____