

Our Ref: JC/CD/ES/XX
Your Ref: DQ/JT/AG
Contact: Donna Quaile
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Sarah Clark
Head Teacher
Isobel Mair Family Centre
58 Stewarton Road
Newton Mearns
East Renfrewshire
G77 6NP

Dear Parent/Carer

Request for Wraparound Care Service for session 2016/17

ADDITIONAL HOURS PLACEMENT

East Renfrewshire Council offers a wraparound care service to all children who attend nursery.

Parents who have opted for “additional hours provision” are entitled to 30 free hours, over and above their 3 hour daily sessions, to use towards the wraparounds sessions detailed below.

Where parents have requested reduced sessions i.e. less than five sessions, they are still entitled to the full 30 hours, however if they intend to split the early years and childcare provision and also access funding in a private partnership provider the 30 hours will be pro rata (i.e. if your child attends a local authority nursery for 3 sessions you will be entitled to three fifths of 30 hours, giving you 18 free hours to use towards the wraparound service). Should you wish to continue accessing wraparound once your free entitlement is used up, you will be required to pay the appropriate costs*.

Please see the terms and conditions sheet enclosed and complete the application form attached indicating the sessions requested and return to the nursery **by Fri 24th June 2016.**

Please note that completion of this request does not reserve or guarantee wraparound care service for your child. Places for each wraparound session are subject to availability. Where demand exceeds availability a ballot will take place.

Yours sincerely

Sarah Clark

Sarah Clark
Head Teacher
Isobel Mair Family Centre

Enc: Wraparound Request Form
Terms and Conditions



INVESTORS
IN PEOPLE | Gold



EAST RENFREWSHIRE COUNCIL - EDUCATION DEPARTMENT

**Isobel Mair Family Centre
WRAPAROUND CARE SERVICE REQUEST FORM - 2016/2017**

***** ADDITIONAL HOURS PROVISION ONLY *****

As you have chosen 'Additional Hours Provision,' the following **3 hour nursery sessions** will apply.
Morning Session 9.00 am to 12.00 noon OR Afternoon Session 1.00 pm to 4.00 pm

Child's Name:			Child's DOB:	
Sessions attending in 2015/16	(indicate sessions) AM / PM	Please indicate the number of sessions your child will attend (5 or less)		Number of sessions:
Will your child access funding in a partnership nursery in 2016/17?	Yes or No	Name of Nursery:		Number of sessions:
Total number of free additional hours entitled (30 hours or less)*				Number of hours free:

Date arrangements to commence:	
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Wraparound hours available for children opting for additional hours provision:

Early Morning Session (AM children)	8.00 am to 9.00 am
Lunch Session (AM and PM children)	12.00 noon to 1.00 pm
1 Hour Evening Session (PM children)	4.00 pm to 5.00 pm
2 Hour Evening Session (PM children)	4.00 pm to 6.00 pm

Please indicate the sessions you are requesting by placing a tick (✓) in the appropriate box in the table below.

	Early AM Session 8.00 am – 9.00 am £4.60	Lunch Session 12.00 noon to 1.00 pm £4.60	EVE 1 Session 4.00 pm to 5.00 pm £4.60	EVE 2 Session 4.00 pm to 6.00 pm £9.20	TOTALS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

Please tick one box:

If agreed, I would like the additional hours indicated above **ONLY** until my 30 hours (or less)* allocation is used.

If agreed, I would like this arrangement to continue throughout 2016/17. I understand I will pay for this service at the rate of £4.60 per hour when my free hours have been used. (The office staff will inform you of the date wraparound charges will commence following the completion of the free hours.)

I understand that completion of this form does not reserve or guarantee a place for my child.

Signature of Parent/Carer: _____

Date: _____

**Please return this form to: Isobel Mair Family Centre
58 Stewarton Road
Newton Mearns
East Renfrewshire G77 6NP**

EAST RENFREWSHIRE COUNCIL - EDUCATION DEPARTMENT

WRAPAROUND CARE SERVICE

***** ADDITIONAL HOURS PROVISION ONLY *******TERMS & CONDITIONS****AIMS**

East Renfrewshire Council aims to provide flexible, high quality childcare by accommodating the work and living patterns of parents. This is done by providing additional hours within a safe, secure and stimulating environment.

SESSIONS AND CHARGES (APPLICABLE AFTER FREE HOURS HAVE BEEN USED)

	Times:	Cost:
Before nursery session	08.00 am to 09.00 am	£4.60
Lunch session	12.00 noon to 1.00 pm	£4.60
One hour after the pm session	4.00 pm to 5.00 pm	£4.60
Two hours after the pm session	4.00 pm to 6.00 pm	£9.20

CONTRACT BLOCKS

Block one:	August - September
Block two:	October - December
Block three	January – March
Block four	April – June

GENERAL INFORMATION – FOR BOTH FREE AND CHARGEABLE SESSIONS

- Persistent late collection of children may result in the service being withdrawn.
- No charge will be made for public or school holidays.
- **No amendments can be made to the contract during an individual block.**
- Contracts can be terminated at any time by giving four weeks notice in writing.

FREE HOURS (UP TO A MAXIMUM OF 30 HOURS)

- Where a session/sessions have been booked but not used, the hours will be lost
- In cases where a child has been absent from Wraparound Care for a significant period, parents can refer their case to East Renfrewshire Council's Education Department Pre Five Resource Group (PRG), which will consider if there should be any reallocation of the hours for the periods of absence. Parent should complete the Form 1a, which can be obtained from the school office.

ARRANGEMENTS FOR CHARGEABLE SESSIONS

- Parents with any outstanding debt owed to the council must ensure this is paid before they will be permitted to use this service.
- Parents must choose a regular care package and will be invoiced monthly in advance directly from the East Renfrewshire Council's Finance Department.
- Invoices are payable immediately.

- Non - payment of invoices will result in this service being withdrawn.
- Charges will be made for all absences.
- In cases where a child has been absent from Wraparound Care for a significant period, parents can refer their case to East Renfrewshire Council's Education Department Pre Five Resource Group (PRG), which will consider if there should be any reimbursement of fees paid for the periods of absence. Parent should complete the Form 1a, which can be obtained from the school office.
- Payment can be made via the councils preferred option of direct debit or through Childcare Vouchers.

If you need any further information on this service nursery staff will be happy to help alternatively please contact: Education Department Staff on 0141 577 3288 or at pre.five@eastrenfrewshire.gov.uk