

Our Ref: JC/CD/ES
Your Ref: DQ/JT/AG
Contact: Donna Quaile
Tel: 0141 570 7615/7616
Fax: 0141 570 7601
Email: IMFC@ea.e-renfrew.sch.uk

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

CORE HOURS PLACEMENT

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

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

*****CORE PROVISION ONLY*****

As you have chosen 'Core Hours,' the following **3 hour 10 minute nursery sessions** will apply.
Morning Session 08.50 am to 12.00 noon **OR** Afternoon Session 12.50 pm to 4.00 pm

Child's Name:			
Child's DOB:		Child's session in 2016/17 (please indicate):	(indicate sessions) AM / PM

Date arrangements to commence:

Wraparound hours available for children opting for core hours provision:

Early Morning Session (AM children)	8.00 am to 8.50 am (50 minutes)
Lunch Session (AM children)	12.00 noon to 1.00 pm
Lunch Session (PM children)	12.00 noon to 12.50 pm (50 minutes)
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.

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<u>MORNING PLACEMENT</u>	Early AM Session 08.00 am - 08.50 am £3.83	Lunch Session 12.00 noon - 1.00pm £4.60	<u>AFTERNOON PLACEMENT</u>	Lunch Session 12.00 noon - 12.50 pm £3.83	EVE 1 Session 4.00 pm - 5.00 pm £4.60	EVE 2 Session 4.00 pm - 6.00 pm £9.20
MONDAY			MONDAY			
TUESDAY			TUESDAY			
WEDNESDAY			WEDNESDAY			
THURSDAY			THURSDAY			
FRIDAY			FRIDAY			
WEEKLY TOTAL			WEEKLY TOTAL			

I understand that completion of this request form does not reserve or guarantee wraparound care service 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

by 24.06.16

Appendix 2

EAST RENFREWSHIRE COUNCIL - EDUCATION DEPARTMENT

WRAPAROUND CARE SERVICE

CORE 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

	Times:	Cost:
Before nursery session – 50 minutes	8.00 am to 8.50 am	£3.83
Lunch for children in AM session – 1 hour	12.00 noon to 1.00 pm	£4.60
Lunch for children in PM session – 50 minutes	12.00 noon to 12.50pm	£3.83
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

- Parents with any outstanding debt owed to the council must ensure this is paid before they will be permitted to use this service.
- 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.

ABSENCES AND LATE COLLECTION

- Persistent late collection of children may result in the 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.

ARRANGEMENTS FOR CHARGING

- 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.
- Payment can be made by

Direct Debit

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