

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

Parent/Carer of

Sarah Clark  
Head Teacher  
Isobel Mair Family Centre  
58 Stewarton Road  
Newton Mearns  
East Renfrewshire  
G77 6NP

Dear

### Request for Wraparound Care Service for session 2016/17

#### **\*HOLIDAY PROVISION 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 by you and return to the nursery **by Friday 24<sup>th</sup> June.**

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

**\*\*\*HOLIDAY PROVISION ONLY\*\*\***

As you have chosen 'Holiday 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:		Child's session in 2016/17 (please indicate):	(indicate sessions) AM / PM

Date arrangements to commence:	
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**Wraparound hours available for children opting for holiday 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	Lunch Session 12.00 noon to 1.00 pm	EVE 1 Session 4.00 pm to 5.00 pm	EVE 2 Session 4.00 pm to 6.00 pm
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				

*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 Friday 24<sup>th</sup> June 2016.**

## Appendix 2

### EAST RENFREWSHIRE COUNCIL - EDUCATION DEPARTMENT

#### WRAPAROUND CARE SERVICE

### \*\*\*HOLIDAY 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

	<b>Times:</b>	<b>Cost:</b>
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

- 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 via the councils preferred method of Direct Debit or through use of 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](mailto:pre.five@eastrenfrewshire.gov.uk)