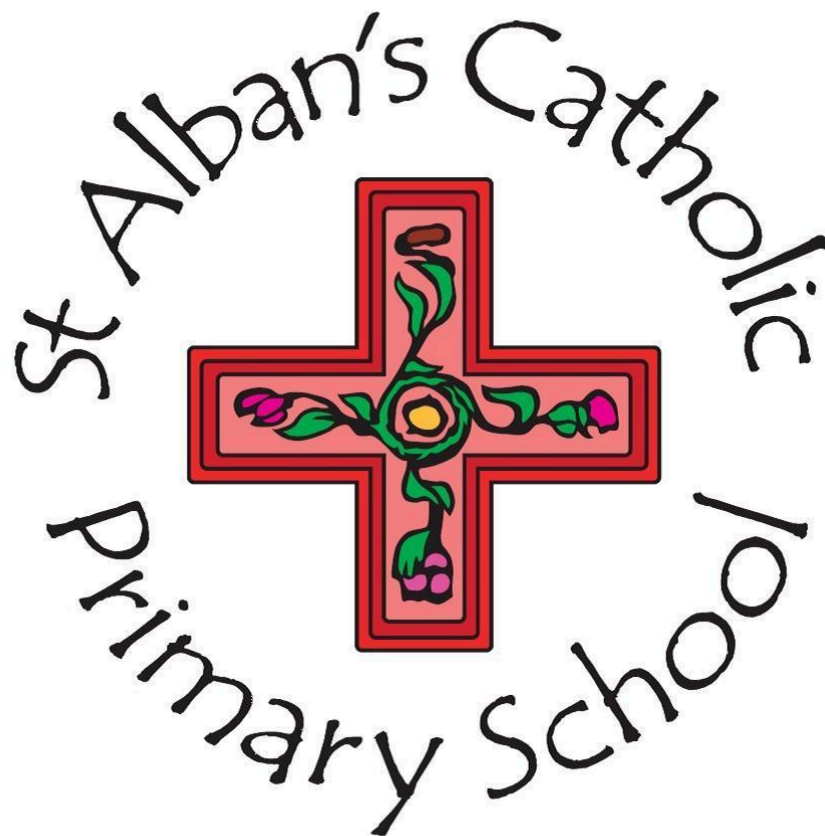


# St. Alban's Catholic Primary School



## Wraparound Care Information for Parents and Terms & Conditions

"Love one another, as I have loved you."  
Ready • Respectful • Safe

## St. Alban's Wraparound Care

Here at St. Alban's, we provide a Breakfast Club from 07:30am and an After School Club until 6pm.

### Booking System

Due to the popularity of the wraparound club, all bookings must be made in advance before 6pm at the very latest on the day before you require a booking. This is so we can ensure the correct child to adult staff ratio and prepare the correct number of snacks and food. **We are not able to accept on the day bookings.**

In order to ensure that your bookings are secured, balances must be paid on time to sync with the online system. Any bookings that have been made via the partial payments option need to ensure that the iPal balance is paid on the 1<sup>st</sup> of each month. If accounts fall into a minus, the online system is not able to process bookings to secure your child's place in the wraparound care.

All bookings need to be made using the iPAL system online - <https://www.stalbans.wirral.sch.uk/page/st-albans-wraparound-care/107227>

Please visit our website to access help videos for the iPal account: <https://www.stalbans.wirral.sch.uk/page/st-albans-wraparound-care/107227>

### Discounts and Childcare Choices

St. Alban's are now accepting TAX Free Vouchers with Childcare Choices. You may be eligible for support with your childcare costs. Use the Childcare Choices calculator online to see what support may be available. Please follow the link here: <https://www.stalbans.wirral.sch.uk/page/st-albans-wraparound-care/107227>

We also apply the following discounts:

<b>Club</b>	<b>Time</b>	<b>Cost</b>	<b>Sibling Rate</b>
Breakfast	7.30am - 08:40am	£4	15% discount
After School	3:30pm - 6pm	£7.50 (£5 LATE FEE AFTER CLOSING TIME)	15% discount

There is also extra support for those who may be working for the NHS or studying with the NHS. If you are studying, please contact student finance to see if you are entitled to any childcare support.

## **Terms and Conditions**

Please be aware of the following Terms and Conditions for booking with our wraparound provision:

- All bookings need to be made before 6pm at the very latest the day before the date (s) that you require.
- If you use our wraparound regularly, please ensure that you book the dates in advance to avoid any disappointment.
- To ensure the correct staff ratios, unfortunately we cannot accept on the day bookings.
- Breakfast and After School Club require **a minimum of 48 hours notice** for all cancellations and/or refunds for all bookings. This also applies to any bookings made in error.
- Parents and guardians are able to cancel bookings via their iPal accounts. However, if any bookings are cancelled within less than 48 hours notice, unfortunately we cannot issue any refunds. This also applies to any bookings made in error.
- Any bookings that have been made using the partial payment option need to ensure that their balances are paid on the 1st of each month to secure the booking (s). This also applies to all arranged payment plans.
- If accounts fall into a minus, the online system is not able to process any further bookings. Please ensure that your balance is kept up to date.
- Automated reminders will be sent out via iPal to remind parents and guardians of their balances.
- If you do require a refund, please contact the school office to discuss.

If there are any issues with payment, then please contact the school office via [schooloffice@stalbans.wirral.sch.uk](mailto:schooloffice@stalbans.wirral.sch.uk)

**Please be aware that our accounts are monitored by our external payments team, and any outstanding balances will be forwarded to the team to follow up. As a school, we will do our best to prevent this and we will try to reach out to parents and guardians to support our families in the best way possible prior to any issues escalating.**