

Early Years Wraparound Care

Extended Day Care

Changes & Update Form

2025-2026

Please complete this form if you wish to request changes or notify us of any updates to your child/children's account

Name of Child

Class

Date of Birth

.....
.....

.....
.....

...../...../.....
...../...../.....

Changes & Updates

1. **Add day(s)** from the week commencing Monday (DD)..... / (MM)..... / (YY).....

- ☐ Monday ☐ Wednesday ☐ Thursday
☐ Tuesday ☐ Friday

2. **Remove day(s)** from the week commencing Monday (DD)..... / (MM)..... / (YY).....

- ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Message for Co ordinator:.....

Parent/Carer Declaration

I, (Print Name) request the above changes to my child/children's account with the Extended Day Care provision.

Signature: Date:

Relationship to Child/Children: Contact Number:

Please return this form to the School Office with payment.

Thank you.

For office use only

- ✓ Tucasi updated? Print & Sign: Date:
✓ EDC Team notified? Print & Sign: Date:
✓ Sims.net 'Pupil Details' attached & given to EDC Team? (for one-off attendees only who do not usually attend on regular set days)
✓ Print & Sign: Date:

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(Please complete using BLOCK CAPITALS)

Re: Early Years Wraparound - Breakfast Club Terms and Conditions

Parent/Carer Declaration:

Child's Name: Date of Birth:/...../.....

By signing this slip, I agree that I have read and understand the terms & conditions for the Extended Day Care.

Name: Signature: Date:

✂

Early Years Wraparound EDC Terms and Conditions:

Coordinator:	Miss Seema Bibi (EYFS Lead)
Contact Number:	020 8985 4380
Availability:	Monday to Friday

Dear Parent/Carers,

Please read the following terms and conditions and sign the declaration above. Return the slip along with your application form to the school office.

- We accept applications for children in Nursery and Reception year.
- We cannot accept any child without a completed registration form.
- Early Years Wraparound EDC is charged at **£6.50** from 3:30 until 4:30 or **£13.00** if your child is collected between 4:30-5:45pm.
- The Early Years Wraparound EDC fees are due in advance, the week before your child is due to attend. Payments can also be made a month or term in advance. Should your child incur arrears of more than one week he/she will not be allowed to attend Early Years Wraparound EDC until all arrears are cleared. To purchase a club, all debts must be cleared in full. This includes money owing for breakfast club, school dinners and extended day care.
- When registering you must state which days you want your child to attend. Your child will only be able to stay on those specified days.
- The Early Years Wraparound EDC starts on the first day of the autumn term and ends on the last day of the summer term. Please note that your child will be charged for all the days you specify even if for any reason you decide not to send them on a specified day. The only days you will not be charged for are school holidays, INSET days and other school closure days.
- Early Years Wraparound EDC finishes at 5:45pm Monday to Friday. It is very important that you collect your child on time. Failure to collect your child on time will result in a £1.00 charge for every 1 minute you are late. The school will make a referral to social services after 6:00pm if no contact can be made with parent/carers.
- You must notify us immediately of any change in contact details, addresses or medical information.
- If you no longer require a place for child you must complete a leavers form (available at the school office), **giving us two weeks' notice**.
- **Please note:** Due to increasing costs we will be reviewing the daily charge during the academic year 2026/2027