

Elsley Primary School – Wrap Around Care Registration Form (25/26)

Child's Name & Class	
Child's DOB:	
Wraparound Service Required (Please tick required service)	Breakfast Club (07.30am – 8.45am) <input type="checkbox"/> After School Club (3.15pm – 5.30pm) <input type="checkbox"/>

Name of Parent(s) / Carers(s)	
Telephone Numbers:	Mobile: Work: Home:
Person regularly dropping off child if different from above	Name: Relationship: Telephone number:
Person to Contact in an Emergency (Wrap Around Care hours only)	<p>Emergency contact 1</p> Name: Relationship: Telephone number:
Details of any Special Dietary Requirements or Allergies:	
Details of any Significant Health Issues (including a special educational need and/or physical disabilities statement):	

PLEASE READ AND SIGN THE WRAPAROUND CARE TERMS AND CONDITIONS OVERLEAF →



Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: admin@elsley.brent.sch.uk Headteacher: Mr Raphael Moss

WRAP AROUND CARE TERMS AND CONDITIONS FOR USE

1. Breakfast Club runs from 7.30am to 8.45am and Afterschool Care runs from 3.15pm to 5.30pm. Bookings for Breakfast Club and Afterschool Care are made independently, you may select one or both of these options.
2. Pricing for **Breakfast Club is £5.00 per day** and for **Afterschool Care is £10.00 per day**. Payment for Wrap Around Care should be made in advance using School Money, cash or cheques will not be accepted. Please see below full details of additional charges.
3. Wrap Around Care Sessions are to be booked in advance and online using School Money. Dates are released 4 weeks at a time should you wish to complete a block booking. Please complete booking by 12pm Friday before the week the place is required.
4. To safely supervise the children, there is a limit of children for each session. This is based on the general level of demand. Children may only attend if they have been booked in advance so that the safe ratios are maintained. If you are unable to make a booking that means the club is full for that session. We regularly review demand and staffing levels and we aim to ensure that there is sufficient staff to meet anticipated demand for places.
5. If you have pre-booked a session and you no longer require it, please call the School Office and speak with Ms Moore, so that we can release the space for another pupil to use.
6. All children should be collected by an adult from the school office. Once the office is closed, call the wraparound mobile number to gain access. **There are charges for later collection.** This is a penalty charge. If a child has not been collected by 5:30pm and/or we have not had contact from a parent/ carer, we will contact police/ social services to ensure the child's wellbeing and safety overnight. Regular late collection can be an indicator of neglect and may result in a referral to social services.
7. One-off Emergency bookings for Wrap Around Care can be made for registered children by telephoning the school office on 020 8902 8003 (Monday – Friday, 8.30am – 2.30pm) and will only be accepted if there is space available.
8. Cancellations: Refunds are not normally given. If a booking is cancelled with 36 (or more) hours' notice, a refund can be requested. In the event of a child being unwell and absent from school, a refund may be requested. Medical evidence should be provided when making a request.

I agree that by completing and signing this form, I would like my child to attend Elsley Primary School Wrap Around Care and confirm that I have read and agree to the terms and conditions for use as listed above:

Name of Parent: _____

Date: _____



Elsley Primary School



Wraparound Care - Charges for Parents/ Carers. (With effect from 2nd March 2026)

From 2026, we have extended the session times but have not increased the charges. Breakfast club now **starts at 7:30am** and Wraparound now **finishes at 5:30pm at the latest**

Pre-booked	From	Until	Charge
Breakfast Club	7:30am	8:45am	£ 5.00
After School Wraparound Care	3:15pm	5:30pm at the latest	£10.00

The full charge of £10 is applied for each after school session, regardless of if the child leaves before 5:30pm, or if they join late after having attended a club.

Penalty charges for collection after 5:30pm	5:30pm	Until collection	£2.50 per 5 minutes
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If a child has not been collected by 5:45pm and/or we have not had contact from a parent/ carer, we will contact police/ social services to ensure the child's wellbeing and safety overnight. Regular late collection can be an indicator of neglect and may result in a referral to social services.

Non-pre-booked	From	Until	Charge
Breakfast Club	7:30am	8:45am	£ 7.50

Non-pre-booked After School Wraparound Care

School finishes at 3:15pm. From 3:25pm the parent/carer will need to come to the front office for late collection.

Late collection charges apply from 3:30pm. *The child will be placed in wraparound after-school care.*

	From	Until	Charge
Charge for late collection from school (or non-pre-booked After School Wraparound Care)	3:30pm	5:30pm at the latest	£5.00 for the first 30 minutes and £2.50 per 30 minutes until 5:30pm
Penalty charges for collection after 5:30pm	5:30pm	Until collection	£2.50 per 5 minutes

If a child has not been collected by 5:45pm and/or we have not had contact from a parent/ carer, we will contact police/ social services to ensure the child's wellbeing and safety overnight. Regular late collection can be an indicator of neglect and may result in a referral to social services.

Late collection from after school clubs. *Some children attend boosters or after school clubs. These finish at 4:15pm. For children who attended an after-school club, late collection charges will apply if they are collected late. The child will be placed into wraparound after-school care. The full £10 charge for the session will apply, regardless of if the child is collected before 5:30pm.*

Charge for late collection from an after-school club	4:15pm	5:30pm at the latest	The full £10.00 wraparound charge is applied for any period of time after their club finishes until 5:30pm
Penalty charges for collection after 5:30pm	5:30pm	Until collection	£ 2.50 per 5 minutes

If a child has not been collected by 5:45pm and/or we have not had contact from a parent/ carer, we will contact police/ social services to ensure the child's wellbeing and safety overnight. Regular late collection can be an indicator of neglect and may result in a referral to social services.