



## GTS Wrap Club - Terms and Conditions 2025-2026

The Wrap Club will run each day from Monday to Friday. Sessions will run from 7.30am to 8.30am and from the end of the school day until 5.55pm.

- Enrolment - a Registration Form must be completed and a non-refundable fee of £10 per family per school year is to be received via ParentMail, the £10 will be set up under the 3-5.55pm session. This must be paid before a place can be allocated.
- Booking will be available for the entire half term in advance, allowing you to select the days you will require. Payment is made at the time of booking via ParentMail. **Bookings are non-refundable and non-changeable. Therefore please ensure you only book the sessions you require.**
- Bookings need to be made a minimum of 2 days in advance. After this time the bookings will be closed and you would need to contact Lisa Moore via [gtswrapclub@glastonburythorn.co.uk](mailto:gtswrapclub@glastonburythorn.co.uk) although bookings cannot be guaranteed.
- All sessions will be booked and paid for using our payment system, ParentMail, using a credit or debit card. Childcare Vouchers or the Government Tax-Free Childcare Scheme can also be used. If payment has not been made then the booking is not processed. Please advise if you wish to use a voucher scheme at [gtswrapclub@glastonburythorn.co.uk](mailto:gtswrapclub@glastonburythorn.co.uk).
- All payments received are non-refundable. Where Government Tax-Free Childcare Scheme or Childcare Voucher payments have been made on account and circumstances change then any request to return this payment via the provider must be made by the 30<sup>th</sup> June of the same academic year that funds were deposited. Requests for returned payments after this time cannot be accepted or actioned. These funds will be transferred into the Glastonbury Thorn School fund account.
- At the end of the academic year please make sure any outstanding payments are made by 31/07/2026 latest.
- If the Government Tax Free Childcare Scheme or Childcare Vouchers are being used to pay for sessions, please ensure these are **transferred at least 10 working days** in advance of making bookings to allow time for your account to be credited with the funds in ParentMail and email [cmerchant@glastonburythorn.co.uk](mailto:cmerchant@glastonburythorn.co.uk) so that she can allocate funds to your child's account when funds are received in our bank.

- If your child is not able to attend a booked session please email [gtswrapclub@glastonburythorn.co.uk](mailto:gtswrapclub@glastonburythorn.co.uk). Unfortunately, we will be unable to credit or refund these sessions.
- If your child becomes unwell during the session time a parent/carer will be contacted by a member of our team in the order of the contacts given. Your child must then be collected promptly from the setting.
- Collecting from or dropping at the setting will be via main reception - (please press the button on the right hand side) - For the safety of your child, we require your school collection password and contact details of the people you agree can collect your child. Contacts listed to collect on your registration form must be over 16 years old.
- In circumstances where you require an alternative person to collect your child, eg someone you have not listed then please call the wrap club mobile phone 07506 012969 to advise Lisa Moore. You will be required to provide the person's full name and they must be over 16 years old, known to your child and they must know the school collection password.
- Parents/carers must arrive by **5.55pm** to collect their child as everyone needs to be out of the building by 6pm. If you arrive late (after 5.55pm) to collect your child then a late charge of £10.00 per 15 minute slot which covers the cost of staff overtime. Continuing late collection could put your child's place at risk.
- If your child attends a school extra-curricular club straight after school and you would like them to be brought to GTS Wrap Club at 4.15pm, you will need to email [gtswrapclub@glastonburythorn.co.uk](mailto:gtswrapclub@glastonburythorn.co.uk). The full session charge will apply.
- Medicines - medicines can only be administered if the correct school forms have been completed.
- Electronic devices - parents/carers are not permitted to use mobile phones or electronic devices in the setting.
- Items from home - please inform a member of the GTS Wrap Club if your child needs to collect a bike or scooter. It is not permitted that children bring their own toys from home. This is because they may get lost or damaged. We will not take any responsibility for items brought in from home.
- Passwords that are provided to School will also be used, if necessary, at Wrap Club.
- Contacting us - the GTS Wrap Club mobile 07506 012969 is available during wrap club times. During the school day please contact the school office on 01908 504648. Or out of hours via the email above.