**Chargeable Nursery Provision- Parental Agreement**

1. **TO SECURE A PLACE**, parents must sign their child up in advance for the desired number of sessions. Bookings are firm until you give school one full half-term’s written notice of change.
2. **SESSIONS:**

Monday to Friday mornings, term time only.

Monday afternoon, term time only.

Please indicate the regular chargeable sessions you will be requiring every week below:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mon - am** | **Mon – full day** | **Tues – am** | **Tues- full day** | **Weds - am** | **Weds – full day** | **Thurs - am** | **Thurs – full day** | **Fri - am** | **Fri – full day** |
|  |  |  |  |  |  |  |  |  |  |

1. **PAYMENT:**

Session rate: £ 16.00 per morning session, £32 per full day

Payment date: Within 1 week of each new ½ term, date to be advised on the invoice from school.

(All payments to be made ½ termly in advance)

The school reserves the right to issue a late payment charge of £5 for any invoices paid after the due date.

1. **CHARGES FOR ABSENCE:**

Charges remain payable when a child is absent due to provision costs.

Charges will be reviewed annually and may be subject to change.

1. **TERMINATION OR CHANGES TO CONTRACT:**

By parent(s) or carer(s): 6 Weeks in writing

 (Termination of contract should not include school holidays)

Please note that this contract remains in place until the child leaves school or parents advise changes / cancellations in writing, 6 weeks in advance.

1. **COLLECTION**

All children attending should be collected promptly at the end of their session. Additional sessions on an ad-hoc basis may be possible in consultation with Nursery staff or by contacting the school office.

Signed:

Parents / Carers: Levens School:

Date: