



Loving to Learn, Growing Together, Caring for All

Headteacher: Mrs Jane Farraday

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Chargeable Nursery Provision – Parental Agreement

1. Booking and Securing a Place

To secure a nursery place, parents/carers must book sessions in advance. Bookings are considered confirmed and will remain in place unless written notice of change is provided at least one full half-term in advance.

2. Session Availability

Nursery sessions are available during term time as follows:

Morning sessions: Monday to Friday

Afternoon session: Monday only

Please indicate the regular chargeable sessions you require each week:

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
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3. Payment Terms

Session Rates: £18.75 per morning session / £37.50 per full day

Payment Schedule: Payment is due within one week of the start of each half-term. The exact date will be specified on the school's invoice.

All payments must be made **in advance** for the upcoming half-term.

A late payment fee of £5 may be applied to invoices not settled by the due date.

4. Absence and Holiday Charges

Fees remain payable during periods of absence or holiday, as staffing and provision costs continue. Charges are reviewed annually and may be subject to change.

5. Contract Changes or Termination

Parents/carers must provide **6 weeks' written notice** to terminate or amend this agreement.

Please note: school holidays do not count toward the notice period.

This agreement remains valid until the child leaves the school or written notice of change/cancellation is received.

6. Collection and Ad-Hoc Sessions

Children must be collected promptly at the end of their session.

Additional ad-hoc sessions may be available upon request and must be arranged with Nursery staff or via the school office.

Signatures

Parent(s)/Carer(s): _____

Levens School Representative: _____

Date: _____