



Terms and Conditions for Wells Nursery

Additional Hours

WELLS NURSERY OBLIGATIONS

We will:

1. Provide the agreed flexible nursery education for your child at the times agreed between the nursery staff and yourselves.
2. Review the availability of additional hours on a **termly basis** so that we can be flexible in offering new children an opportunity to join our nursery. We will provide one month's notice regarding any changes to allocation of additional sessions.
3. Review the payment of additional hours on a termly basis and give you a month's notice regarding any changes.
4. Try to accommodate any requests you make for additional sessions/extended hours at our nursery.
5. Charge a deposit of £50.00 to secure a nursery place. You will be given the option to keep the deposit on account which can either pay for additional sessions / lunch provision or have the deposit refunded once you have taken the place.
6. Provide lunchtime provision and supervision at a cost of £6.00 per day when children attend full days or would like to stay for lunchtime. Children will be required to bring a packed lunch.
7. Offer extra 3 hour sessions at a cost of £20.00 per session. The extra paid sessions are in addition to your entitled 15 hours free nursery provision.

YOUR OBLIGATIONS

Parents/Carers will:

1. Complete the 'Request for Additional Hours' Form and forward to the office
2. Inform us as far in advance as possible of any dates on which your child will not be attending the nursery.
3. Provide us with at least 1 month's notice of your intention to decrease the number of hours your child spends at the nursery.
4. If you wish to end the agreement of additional hours you must inform the school in writing by giving us 1 month's notice.
5. I agree to pay all fees within 14 days of the date of the invoice.

PAYMENT

The additional nursery fees will be calculated on a half termly basis in advance of your child starting the extra sessions. We will review these fees every term and you will be given at least 1 month's notice of any changes. If you do not wish to pay the revised fee, you may end this agreement by giving us 1 month's notice. Notice must be given to school office team in writing.

Payment can be made by bank transfer or at Scopay.com.

No refund will be given for sessions when your child is absent.

Bank details :

Bank Transfers: NatWest

Account Number: 66383277

Sort Code: 60-24-25



Please return to school office

Child's name _____ Nursery _____

I confirm that I have read and agree to the terms and conditions at Wells Primary School Nursery.

Signed _____parent/carer Date: _____

Dear Parents/Carers,

We may be able to offer additional sessions at a charge of £20 per session. The extra sessions will be for a morning or an afternoon. There will be a charge of £6.00 per day for lunchtime provision and children will require a packed lunch.

If you are interested in an additional session(s) for your child, please complete the slip below and hand it in to a member of the nursery team.

We hope to be as accommodating as possible but can only offer additional sessions where there is availability.

Thank you for your continued support.

Mrs V Vadher
Admissions Manager

Name of child: _____

Request form for additional nursery sessions

Additional sessions will only be granted where there is availability in our nursery setting. The additional sessions will be reviewed every term so that we are flexible in offering new children an opportunity to join our nursery.

Please tick below your request for additional sessions.

Extra

morning sessions:

Extra afternoon sessions:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Tick if you would like your child to stay for lunch:

Monday	
Tuesday	
Wednesday	
Thursday	



Friday	
--------	--

I confirm that I have read and agree the terms and conditions for provision of additional sessions at Wells Primary School Nursery.

Signed _____parent/carer