

**PARENTAL CONTRACT FOR THREE AND FOUR YEAR OLDS  
FEE PAYING PARENTS FOR EXTRA SESSIONS – 2018/2019**

**Child's details:**

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Ethnicity of child:  (please use a code from the list that your childcare provider can make available to you):			
Date of Birth:		Male / Female:	
Address:		Postcode:	
Documentary proof of DoB Type (eg Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (dd/mm/yy):			

**Attendance Details:**

We have the following sessions available during each day.

Cost

		Cost
<b>AM</b> - Morning Session	8:45am to 11:45 am	£14
<b>L</b> - Lunch	11.45am to 12.30pm	£3.50 children must come with a packed lunch
<b>PM</b> - Afternoon Session	12.30pm to 3.30pm	£14
<b>E</b> - End of day session	2.45pm to 3.30pm	£4

**Sessions Required:**

Please indicate below the number of sessions your child will be attending. Please indicate the type of session required e.g. <b>AM, L, PM, E (see above for the sessions available)</b>					Total number of extra sessions per week.	Total to pay
Mon	Tues	Weds	Thurs	Fri		

Spaces are subject to availability and are reviewed termly. Priority for places will be given to existing parents and children already accessing 15 hours of government funded Early Education and fee paying families who wish to access early education for 5 days per week.

Spaces permitting, you can choose to add additional hours to your child's 15 hours of free funded entitlement. A minimum of 2 sessions per week are required to be taken. **Fees are payable half-termly in advance to secure your child's place and are not redeemable in the event of any absences.** Fees are reviewed on a regular basis and parents will be given adequate written notice if they do so.

Children **must** bring a packed lunch with them to school. If your child does not have a packed lunch with them and one has to be provided a charge of £5 extra per day will be invoiced to you.

Children must be collected promptly at the end of their sessions. Any late collection will result in additional charges.

**Please note that a full 4 weeks' notice is required in advance if you wish to cancel your child's place or fees will be incurred. Holidays are not included in this notice period.**

### **Payment Method**

Payment method (please tick): **Cash**  **Cheque**  **BACS**

Please make cheques payable to Knowles Nursery School.

Our Bank Details are as follows:

NatWest

Account Number: 79420540

Sort Code: 60-14-55

Please use your child's name as a reference.

I enclose a cheque/Cash Payment of £\_\_\_\_\_ Date:

### **DECLARATION:**

I confirm that the information I have provided on this Parental Contract is accurate and true. I understand and agree to the conditions set out in this document and I understand that payment must be paid in advance and that if payment is not made then the place will be offered to another child. I understand that I must provide my child with a packed lunch each day and an additional charge of £5 per day will be invoiced should I fail to provide one. I understand that I must notify Knowles Nursery School of any changes in circumstances and must adhere to the four weeks' notice period required for cancelling or changing my child's sessions by completing the correct paperwork.

<b>Parent/Carer/Guardian with legal responsibility</b>		<b>Knowles Nursery School</b>	
Signed		Signed	
Print Name		Print Name	
Date		Date	