

Tynsel Parkes C.E. Primary Academy

Nursery Sessions Booking Form

Name of Child: _____ **Date of Birth:** _____

All 3 and 4 year olds are entitled to 15 hours nursery education per week (5 sessions). This can be taken by attending all morning sessions, all afternoon sessions or a combination of both - up to 2 sessions per day. Additionally, you may be eligible for 30 hours funding. If you wish to apply for an additional 15 hours visit www.childcarechoices.co.uk .If you meet the criteria please provide us with the following details:

30 Hour Code National Insurance Number

Please indicate below which sessions you would like your child to attend.

FUNDED SESSIONS	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8.30am - 11.30am					
Afternoon Session 12.05pm - 3.05pm					

LUNCH CLUB COSTS £2.50 PER DAY. If your child is attending all day then they will need to attend lunch club to 'bridge' the gap between their AM & PM funded sessions and you will need to pay for this club for your child on Parent Pay.

LUNCH CLUB £2.50 per session	Monday	Tuesday	Wednesday	Thursday	Friday
11.30am- 12.05pm					

If your child wants a school lunch these can be ordered and purchased through School Grid at a cost of £3.50 per meal or your child can bring in a packed lunch.

If you require any additional sessions (payable) please indicate below:-

PAID SESSIONS £17.50 per session or £32.50 for a full day	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am - 12.05pm					
11.30am - 3.05pm					

PLEASE READ AND SIGN THE TERMS AND CONDITIONS ON THE NEXT PAGE

Nursery Terms & Conditions

Nursery Prices

Full Day (8:30am - 3:05pm)	£32.50
Morning Session (8:30am-12:05pm)	£17.50
Afternoon Session (11.30am - 3.05pm)	£17.50
Lunch Club (11.30am - 12.05pm)	£2.50
(payable by all who stay in Nursery over lunchtime)	

1. Payment of Nursery fees are to be made in advance through Parent Pay **(as a minimum one week's fees in advance). Parent Pay accounts must be kept in credit at all times.**
2. If fees are not paid in advance we reserve the right to withdraw your child's place for any sessions that are not included in your early education funding (i.e lunch club).
3. Refunds will not be given for non-attendance at pre-booked sessions (including illness & holidays).
4. Failure to pay for sessions will result in an additional late payment fee of £20 if not paid within one week of the booking date. Paid sessions cannot be taken if payment has not been received, this means you will need to collect your child for any paid sessions including lunchtime sessions.
5. Any fees not paid within 7 days of the booking date will be referred to the Staffordshire University Academies Trust in accordance with their Debt Recovery Policy, this may result in legal action being taken.
6. We require half a terms notice, in writing, should a parent wish to terminate a Nursery place for any reason. Parents will remain liable for fees throughout the notice period of half a term. If a parent withdraws their child during this notice period, the fees will still remain payable.
7. Parents will provide nappies, nappy bags and wipes for children still in nappies (at least 3 for a half day session, 6 for a full day session). A fee of 50p per nappy will be charged for each nappy school have to provide.
8. Staffordshire University Academies Trust Debt Recovery & Tynsel Parkes CE Primary Academy's Charges & Remissions policies apply. These are available on our website.

I have read and understood the Nursery terms and conditions detailed above:

Parent/Carer Signature _____ Please print: _____

Date: _____