



Holy Family Catholic Primary School

Early Years Nursery

AGREEMENT - EARLY YEARS ADDITIONAL PROVISION FEES

1. BETWEEN

Early Years Provider: Holy Family Catholic Nursery

Address: Holy Family Catholic Primary School, Wigan Street, Platt Bridge, WN2 5JF

AND

Name of parent(s)/Carer(s)

Address.....

.....**Postcode**.....

Personal Details

Name of child:

Date of birth:

Address: -.....

.....**Postcode**.....

Telephone No: -

2. Fees:

Fees for additional early years provision are payable in monthly amounts, at least one month in advance but can be paid weekly or termly by agreement.

If payment is not received for more than two consecutive weeks the child's place will cease to be available. Fees are reviewed periodically, but no increase will be made without at least one months notice being given.

Payment can be made by cash, cheque, Standing Order and Childcare Vouchers from company schemes eg busy bees. Cheques should be made payable to the school. If your cheque is returned to school by your bank, you will be charged the relevant banking fee. Please discuss these payment options with nursery manager.

3. Contracted Charged Hours and Fees.

Day	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Payment Day /or date: -

Payment Amount per week / month / term: -£.....

4. Additional Charges

If collection of your child is after the contracted session, £5.00 will be charged for every 15 minutes after the contracted session time. This is the minimum amount charged and will be invoiced separately. Late arrival at the start of the session does not permit late collection at the end of the contracted time.

If the child is collected earlier than the stated contractual time, the full fee still applies.

Charges for absences

Charges will be payable for all sessions when the child's place is available, even if the child cannot attend for any reason.

5. Meals

A meal is not included in the fees. However if your child has a confirmed place that spans the lunch time period and a school meal is required these should be pre-booked.

Meals will be charged at same rate as for the school, currently £1.15 per meal. This will be payable at the same time as your Early Years Additional Provision fees but cheques should be made payable to 'Wigan Council'.

Please indicate if you will require a meal for your child or if you will be sending in a packed lunch.

Meal		Packed Lunch	
------	--	--------------	--

6. Notice period

The period of notice to be given to change or terminate a contract is 4 week(s). (Notice of termination of the contract must be given in writing)

7. The Early Years Provider agrees to: -

- a) Care for the child during the contracted hours and at such other times as may be mutually agreed.
- b) Comply with all requirements as laid down by legislation.
- c) Provide suitable development experiences appropriate to the age and stage of development of the child named.
- e) Notify the parent/guardian of any accident or injury occurring whilst the child is in the care of the Setting.
- f) Be available to discuss with the parent/guardian(s) the care and development of the child, to be arranged if either parent/guardian(s) or setting requests it, at a mutually convenient time if so required by them.
- i) Issue a receipt for payments received.

8. The parent(s)/guardian(s) agree to: -

- a) Pay the fees as set out above on the day agreed. All fees are charged to the nearest 1/4 hour and will be reviewed in April each year.
- b) Arrive and collect the child on time
- c) Notify the Early Years Provider of any illnesses of which it should be aware.
- d) Be available to collect the child in the event of an emergency.
- d) Give the agreed notice if ending or changing the contract.

I have read and understand that this is a legally binding contract and I have received a copy.

Signature (Early Years Provision)Date

Signature (Parents/Carer).....Date.....