

Randlay Primary School & Nursery – Booking Form

Childs Name						Date of Birth					
Parent/Carer Name						Contact No					

Nursery Attendance Sessions Available

Morning session	8.30am – 11.30am	3hr session
Lunch session	11.30am – 12.15pm	45min session
Afternoon session	12.15pm – 3.15pm	3hr session

Attendance options available to book

Please select your preferred attendance option below.

Option 1: Full-time Attendance 33hrs 45mins per week (30hrs funded + 3hrs 45min additional)

Monday to Friday, 8:30am - 3:15pm (Additional charge)

- Your child will attend for **five morning sessions, five afternoon sessions** including **five lunchtime sessions**, with an **additional charge for the extra hours** incurred.

Yes, *I would like my child to attend full-time, **Monday to Friday, 8:30am - 3:15pm** with an **additional charge of £4 per day. We ask that payments are made monthly in advance via ParentPay or government vouchers – please see <https://www.childcarechoices.gov.uk/> for more information.**

*The notice period of 4 weeks should be given in writing, to terminate a child's place

Option 2: Flexible Attendance – 30hrs funded

Monday to Friday, 8:30am - 3:15pm with **ONE *AM or *PM session OFF** per week (No additional charge)

- Your child will attend for **nine nursery sessions** and **four lunchtime sessions** with **one session of your choice, AM or PM, OFF** per week. No extra charge.

***If you choose to take an AM session OFF, your child should be brought to the afternoon session at 12:15pm.**

***If you choose to take a PM session OFF, your child will need to be collected at 11:30am that day.**

Yes, I would like my child to attend Monday to Friday, 8:30am - 3:15pm with **ONE session OFF** each week, at no extra charge.

**Please select your preferred session off (for Option 2 only):

Please indicate which session you prefer your child to have **OFF** each week (please choose one option only)

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Monday AM | <input type="checkbox"/> Monday PM |
| <input type="checkbox"/> Tuesday AM | <input type="checkbox"/> Tuesday PM |
| <input type="checkbox"/> Wednesday AM | <input type="checkbox"/> Wednesday PM |
| <input type="checkbox"/> Thursday AM | <input type="checkbox"/> Thursday PM |
| <input type="checkbox"/> Friday AM | <input type="checkbox"/> Friday PM |

**4 weeks' notice is required to change your half day, and this is subject to availability

Lunch time - Lunches are not included in the funded sessions and are to be paid to Telford & Wrekin Council via your child's ParentPay account. Children also have the option to bring a packed lunch from home. Please advise nursery if your child requires a school lunch on the morning of their attendance. For more information, including costs and a copy of the menu available each day, please see our school website.

Nurse Snack - Your child will be offered a nutritious snack and a glass of milk each day, therefore we do ask for a £1.00 voluntary weekly contribution paid via ParentPay.

Parent/Carers Name:

Date:

Signature:

Nursery Fee Paying Sessions Terms & Conditions

Please read the terms and conditions carefully. Please sign and return one copy to the school office for our records.

Please help us to provide the highest quality care for your child by reading and adhering to the following terms and conditions.

1. Fees

- a. Fees are charged on a session basis (see option 1 above).
- b. All nursery fees are charged via ParentPay on 1st of each month and are due on the last day of the same month.
- c. Payments must be made via the school's payment system, ParentPay. We do accept Government vouchers please see childcare choices for more information.
- d. Late payments after the last day of each month will incur an additional £25.00 penalty charge added to the existing bill.
- e. Fees will be amended appropriately for any holidays, additional care or bank holidays.
- f. Full fees are charged if your child is absent due to illness in order to retain the place.
- g. Once care has been booked and confirmed at Randlay Nursery, **any agreed payment must be met in full**. Please note that any outstanding fees will result in your child's care agreement being terminated without the need for further notice. The debt will then be passed to Telford & Wrekin Council debt collection. We reserve the right to exclude children from nursery at our discretion.
- h. **Any payment that is outstanding for more than 4 weeks will result in a formal letter giving parents/carers an additional 4 weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.**
- i. Parent/Carers who are having financial difficulty are requested to contact the Headteacher to implement a suitable payment plan.
- j. Parents/Carers are expected to give 4 weeks' notice to cancel their place. Any outstanding fees plus the 4 weeks' notice period would be chargeable.
- k. If a child does not attend and the school is unable to contact the parent/carer, their place will be terminated, and they will be charged all outstanding fees plus the 4 weeks' notice period.
- l. Nursery fees do not include nappies, baby wipes and creams, these are to be provided by parents/carers. We also ask that a spare set of clothes are provided.
- m. The **notice period of 4 weeks should be given in writing**, to terminate a child's place.
- n. Fees are subject to review at any time with a minimum of **4 weeks written notice** being given to parents whose children currently attend nursery. If there is to be an increase, it is usually annually.

Declaration/Agreement

Please ensure this section is completed and signed. (Please tick as appropriate)		I Agree	I Don't Agree
I confirm the details stated on this form are correct and I agree to the terms and conditions of this contract.			
Name (Print)		signature	
Date			