**Contract for nursery placement**

Parents/ carers name: ...................................................................................

Child’s name: .................................................................................................

Date of birth: ................................................................................................

Address: ........................................................................................................

.......................................................................................................................

Who will be providing the payments for the nursery place?

.......................................................................................................................

Number of days/ sessions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Mornings  7.45- 1 |  |  |  |  |  |
| Afternoons  1-6 |  |  |  |  |  |
| Full days |  |  |  |  |  |

A prospectus has been given to you along with information on our policies and procedures. There is no fee for staff training days however bank holidays and the Christmas week that the nursery is closed require payments in full. All fees are paid in advance and if fees are over a week late then childcare will be refused until the fees are paid up to date.

The nursery reserves the right to change terms or prices but you will be given at least one months notice.

If your child leaves with outstanding fees then a debt collector will be used to recover the debt and the 20% commission charge will be added to the outstanding amount.

**If your child is funded and leaves before headcount day you will have to pay the fees incurred from the start of term! Funded children should not be changing settings once the term has started.**

Please inform the nursery in writing as soon as you wish to terminate your place as we require a four week notice period.

Parents/ carers signature: ......................................................... date: .........................................

Witness signature: …………………………………………… date: …………………………

Position:……………………………………………

Managers signature: ………………………………………… date: ………………………….

If any information changes you are required to let us know as soon as possible.

Settling in start date: ..................................................................

Date started: .............................................................................