

Policy and Application Form

Nursery Charging – Additional Hours 2019

1 Introduction

Additional hours are sessions in nursery over and above each child's free entitlement of 15 hours per week. Space permitting, parents have the opportunity to purchase up to an additional 15 hours a week (5 sessions).

Please refer to the Nursery Admissions policy for further details and admissions arrangements.

2 Charges

- 2.1 The cost of an additional nursery session will be £30 this includes lunch.
- 2.2 Children may bring a packed lunch but as a school lunch is being provided free by the school the cost of lunch will not be deducted from the total charge.
- 2.3 Sessions must be paid for at least a half term in advance on to your Parentpay account. Your payment cannot be refunded if your child is absent.
- 2.4 Charges for sessions will be reviewed annually by the school's Governing Body, when an incremental increase in fees may be applied for the following September, in line with other local providers.
- 2.5 Childcare Vouchers cannot be accepted as payment for additional hours as children will already be accessing their free entitlement.
- 2.6 Cancellation by either party will require one half term's notice.
- 2.7 If you are more than 30 minutes late when collecting your child you will be charged for the next session.
- 2.8 St Mary's will not tolerate rude behaviour to any staff or other parents. In these cases, the Executive Headteacher has the right to ban parents from the school premises.

Booking Form

Name of child:

Please see the terms and conditions on the reverse of this form.

Additional sessions required every week from 22nd September 2019:

Monday	Tuesday	Wednesday	Thursday	Friday

Once you have booked the above places this provision will continue for the remainder of the School year until you cancel giving at least one half term's notice.

Signed and agreed:

Date: