

**Great Barford Lower School Nursery and Wrap Around Care Provision**  
**Terms and Conditions of Use**

**Agreement between:** Great Barford Lower School

And

**Parent/Carer:**.....

**For Child:**.....

**Date:**.....

**Term**

This agreement shall commence on (date) and continue until (date) unless terminated earlier in accordance with this Agreement and thereafter may be renewed or extended as may be agreed between the parties.

**Pricing**

The Wrap Around Care and Nursery provision will be charged at £4.00 per hour.  
Holiday Club is charged as follows: Full Day £24.00, Four Hour Session £10.00,  
Single Hour £3.50.  
Charges are subject to annual review.

**Invoicing**

Invoices will be issued on the Monday of the last full week of each month during term time.  
During the holiday period, invoices may be produced before or after this time.  
Payment will be due within 14 days of the invoice date. A reminder text message will be sent on this date.

**Terms**

- Children will be admitted to the nursery from 2 years and 9 months of age (or the start of the term in which they turn 3 years old).
- Breakfast and After School Club will admit children from 2 years and 9 months (or the start of the term in which they turn 3 years old) until the day of the child's 12<sup>th</sup> birthday and not beyond.
- Holiday Club will admit children at the age of 3 years until the date of the child's 12<sup>th</sup> birthday and not beyond.
- Session block bookings will continue to run until the end of the current academic year.
- Sessions for the following academic year will be bookable in the second half of the summer term and will be allocated on a first come, first served basis.
- All booked sessions are non refundable and non transferable.
- It is possible to book adhoc sessions if space is available.
- Changes to bookings will only be made at the end of each term and must be requested on a booking form clearly stating the date when the change is to be applied.
- All clients will be charged from 3.20pm regardless of the time the child joins the provision. This is to ensure the correct ratio later in the session.
- If the client is going to be late collecting their child, they must telephone the provision to inform the staff as soon as possible.

- If a child is collected after the agreed time, the client will be invoiced for the additional session time in half hour intervals.
- If a child is collected after the close of the provision, the client will be liable for an additional charge of £25 for each hour or part hour that adult supervision is provided. This charge will be made at the discretion on the Headteacher in case of extenuating circumstances. Please refer to the schools Charging and Remissions Policy.
- Failure to settle the invoice amount in part or in full will result in legal proceedings being under taken by the school to reclaim the debt.

### **Termination**

- To cancel a booking, you must do so in writing and provide a minimum of two weeks' notice for wrap around care/holiday club and one half term for Nursery.
- The school reserves the right to terminate any booking without notice should the client fail to pay their invoices in a timely manner.
- The school reserves the right to terminate any booking where there has been a case of physical or verbal violence or abuse towards staff, children or parents/carers.

### **Authority to Contract**

Each party agrees that it has read and understood this entire Agreement and that the parties have authority to enter into this Agreement and agrees to be bound by its terms and provisions.

For: Great Barford Lower School

Signed: .....

Print Name: .....

Date: .....

For: Parent/Carer

Signed: .....

Print Name: .....

Date: .....