**Next Generation Nursery & Schoolies Club**

**Parent / Carer Contract & Payment Policy**

**Child’s name**:

**Contract Start date**:

**Fees due at start date**:

**Breakdown of fees**:

**Agreement between: R Atherton**

Initially a week’s advanced payment must be made, thereafter fees are payable weekly on the first day of attendance at nursery although personal arrangements can be made for payment to coincide with personal situations. This can be discussed and agreed with Nursery management prior to starting. Payment can be made by card, cash, childcare voucher, standing order or online payment. Our payment policy is attached alongside this contract. (Please keep the policy for you record)

Receipts will be provided on request for payments received. These receipts may need to be kept as proof of payment for tax credits. Should you request a breakdown of fees due to a discrepancy in amounts paid or owed or due to a loss of receipts already given then a £10 fee will be applied for this.

The Next Generation Nursery & Schoolies Club reserve the right to increase fees, with prior notification. By the signing of this contract parents / carers confirm that they will pay in full for all the days their child has been booked to attend nursery. (including any notice periods given of nursery place).

Please delete one of the statements below:

* I agree to pay fees on the first day of attendance each week.
* I wish to make the following arrangements (Agreement with to be made with Management prior to signing). These are:-

Up to 2 weeks per year can be paid as half fees subject to your child’s absence from nursery. These must be full weeks of absence between Monday and Friday for the purpose of holidays or sickness. You must be up to date with fees to qualify for this. The 2 weeks half fees available will run from the first day of contract.

Unpaid fees will be passed to the debt collector in accordance with the Payment Policy attached to the Management joining letter, if settlement cannot be reached beforehand.

**Late Picking up fee**

As of September 2020 we will be operating a late fee for collections of children from Nursery/Schoolies club. If a child is picked up from nursery more than 5 minutes late (after 12:30 or 5:30) without prior arrangement with our new Night Owl session and agreement now in place. A late fee of £5 will be charged and added to the Half termly invoice. For any further minutes past the initial first 5 minutes will then be charged at £1 per minute.

**Agreement**

I / we agree to give 1 month’s written notice should a termination of my child’s nursery place be needed and understand and confirm that payment will be due for the whole notice period.

I / we agree to notify any changes to the information provided at enrolment so that nursery and your child’s details / files can be up to date with all relevant information. E.g. contact details, address, allergies etc.

I/We agree to give 1 month’s notice of a reduction in attendance of nursery days

I declare that the information given on my child’s application form is accurate to the best of my knowledge and I have shared all information I feel is relevant in supporting my child ongoing. I have read and understood the terms and conditions of this payment contract and understand that The Next Generation Nursery & Schoolies Club Ltd has further terms and conditions within their further policies and procedures that should be adhered to and that I can request a copy of such policies.

I accept that I will be held responsible for the payment of fees and I agree that this document is legally binding.

Signature (parent/guardian) ……………………………………………………

Signature (parent/guardian) ……………………………………………………

Full Name ………………………………….................

Name of child/children ………………………………………………….

Date ………………………………….................

All nursery policies are available to parents and carers, some of which are sent within our management welcoming either via email or paper copy and others that are available are listed within the reception area. All policies that apply to parents and carers are displayed on general notice board in reception.

On booking a place at nursery my child’s birth certificate and Red health book must be seen by a member of nursery staff for the purposes of proof of parental responsibility and the checking of immunisations.

**Please Keep this copy for your records**

# Next Generation Nursery & Schoolies Club Ltd

## Payment Policy

This policy has been drawn up to ensure that all customers are aware of the arrangements for payment for their child’s attendance at nursery.

* Initially a full week’s payment must be made in advance of attendance to the nursery place which then remains in credit on your child’s account.
* Payment is thereafter due on a Monday of each week or on your child’s first day of attendance if they have a part time place. Payments can be made:
* By cash in an envelope or money bag with your child’s name on it that can be posted into the fees box in the staffroom.
* By credit/debit card in the office.
* By standing order. Please confirm arrangement with the Nursery Manager.
* Using a voucher scheme or tax-free childcare scheme
* Any other payment arrangements must be agreed with the Nursery Manager or Director.
* Any deposit paid on reserving your child’s place as part of an advanced admission will be refunded against their first week’s fees.
* Half termly invoices will be given at the beginning of each half-term. Invoices must be paid by date stated on invoice.
* Fees are payable in full if your child is absent from nursery due to sickness or for social reasons. Full fees are also payable on weeks that include a public holiday. A change of day can be requested subject to availability and providing fees being up to date and clear of any debt.
* Up to two full weeks of holidays can be taken with half fees payable subject to fee payments being up to date or in credit. These are to be used for holiday weeks or full week’s illnesses/absence.
* Fees are not due for the Christmas closure. Christmas closure period changes each year depending upon the days it falls.
* Nursery reserves the right to exclude any child’s attendance at nursery if fees are not paid in accordance with this policy.
* Nursery will pursue unpaid fees and will if necessary use a debt collection agency. 30% will be added to fees owed in these circumstances to cover costs.
* Any decrease in attendance must be give one months’ notice in writing or email.
* Nursery and Schoolies Club operate a later collection fee as below

**Late Picking up fee**

If a child is picked up from nursery more than 5 minutes late, without prior arrangement through our Night Owl session, a late fee of £5 will be charged and added to the Half termly invoice. £1 per minute will be charged thereafter.