**THE LIFE NURSERY**

This agreement is made between THE LIFE NURSERY and:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Parent/Guardian: | |  | | | |
| Name of Child: | |  | | | |
| Date of Birth of Child: | |  | | | |
| Address: | |  | | | |
| **List those who have legal parental responsibility** | | | | | |
| Full Name | Address (if different from above) | | Telephone home and mobile | Relationship to the child | Date of Birth |
|  |  | |  |  |  |
|  |  | |  |  |  |

Childcare needs required are:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The Life Nursery** (*please indicate which sessions you require)* | | | | | | | |
| ***Cost*** | | ***Sessions*** | ***Monday*** | ***Tuesday*** | ***Wednesday*** | ***Thursday*** | ***Friday*** |
|  | | **Morning Session** | | | | | |
| **£15.00** | 2 years old  3/4 years old | 8.30am to 11.30 am |  |  |  |  |  |
|  | | **Supervised Lunchtime (packed lunch from home)** | | | | | |
| 2, 3 and 4 year old children  **£3.50** | | 11.30am-12.15 |  |  |  |  |  |
|  | | **Afternoon Session** | | | | | |
| **£15.00** | 2 years old  3/4 years old | 12.15pm to 3.15 pm |  |  |  |  |  |

**Permanent Place**

The cost per session is: £

Your monthly fee will be: £

***(Fees are payable in advance prior to your child’s attendance at nursery)***

**Please note the following terms and conditions:**

**Additional Sessions**

All additional sessions must be paid for at the time of booking.

**Late collection**

A late collection fee of £5.00 for each 15 minutes or part thereof will be charged.

**Illness**

Full fees will still be payable

**Absence/Holidays**

Full fees will still be payable.

**Closure**

If The Life Nursery is closed due to bad weather or any other reason, fees will be reimbursed.

**Change to Contract**

At least **one months’ notice** is required in writing if either party decides to terminate and/or amend the contract although nursery will terminate the contract immediately due to non-payment of fees.

I have read and understand the terms of this contract and am aware that it is a binding document. I agree to the conditions stated.

Signature of Parent/Guardian: -----------------------------------------------------------------------

Name of Parent/Guardian: -----------------------------------------------------------------------------------

(*please print)*

Dated: ------------------------------------------------------------------------------------

**Please sign one copy and you will be given a copy for your information.**

**Agreement and contract**

I request The Life Nursery to reserve a place for my child from today’s date until notice is given as set out below:

I agree as follows:-

1. I will pay the correct fees whether or not requested and whether or not my child attends the session reserved. I understand that persistent late or non-payment of fees will jeopardise my child’s place at The Life Nursery.
2. I understand that no fees paid are refundable for any reason.
3. I understand that a late collection charge of £5.00 is payable for every 15 minutes (or part thereof) that I am late collecting my child.
4. I will complete and return such forms and other paperwork which may be given to me from time to time.
5. I will comply with the policies and procedures of The Life Nursery.
6. I understand that records are kept about my child at The Life Nursery and that I am welcome to see these records at any time. I understand that these records are confidential and comply with the GDPR (2018) and Data Protection Act 1998.
7. I confirm that the information I have given is correct and promise to notify The Life Nursery of any changes as soon as possible.

I have read and understand the terms of this contract and am aware that it is a binding document. I agree to the conditions stated.

Signature of Parent/Guardian: ------------------------------------------------------------------------------------------

Name of Parent/Guardian: ------------------------------------------------------------------------------------------

(*please print)*

Dated: -------------------------------------------------------------------------------------------

**(Please sign one copy of the contract and return to nursery. Please retain a copy for your information).**