

# Top Up Fee Agreement Form

CHILD'S FAMILY NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CHILD'S FIRST NAME: \_\_\_\_\_  BOY  GIRL

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

**Parent(s)/Carer(s) with whom child lives:**

FAMILY NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Terms and Conditions:

- Commit to this arrangement on a term by term arrangement.
- Would give **four weeks' notice** in writing prior to 31<sup>st</sup> Dec, 31<sup>st</sup> April and 25<sup>th</sup> July (of particular academic year), if you wish to change to 15 hours only or if your circumstances change.
- You understand that you **MUST** pay for the rest of the term, even if you take your child out of Nursery.
- You will pay monthly (£390) or a term in advance for each term (x12 weeks £1170).

**First payments must be paid by no later than your child's first day at nursery. You are liable to pay for places regardless of any missed days or holidays taken. You have 3 options to choose from on how to pay:**

Cash/Cheque in Office:	Online via Tucasi:	Bank Transfer:
You can pay via cash or cheque in the office. We will hand you a receipt after we enter the money into our system. Please make sure you make the cheque payable to Primrose Hill Primary School and you write your child's name and DOB on the back.	<b>You can pay via debit/credit card online through our school's cash office. To do so, you must get a unique code from Lyra in the office. We do send out invoices at the end of each term to show you were you are at with payments. This is the preferred method to pay.</b>	You can send the money through a bank transfer and the details are: <u>Account number: 18461972</u> <u>Sort code: 60-04-24</u> <u>Reference: Top-up/child's name/DOB</u>

Parent/Carer's Signature \_\_\_\_\_

Parent/Carer's full name \_\_\_\_\_

(Please write your name in capital letters)