

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:

- Will pay a month's fee in advance (£400) to secure your child's place in the Nursery.
- Commit to this arrangement on a term by term arrangement.
- Would give **six weeks' notice** in writing prior to 31st Dec, 31st April and 25th 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 (£400) or a term in advance for each term (x12 weeks £1200).

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. The payment should be made via SchoolMoney, however if you would like to secure your child's full time place you can make your 1st payment via BACS

Online via <u>SchoolMoney</u>: You can pay via debit/credit card online through <u>SchoolMoney</u>. To do so, you must get a welcome message from the school once your child is on roll.	Bank Transfer: 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>
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Parent/Carer's Signature _____

Date _____

Parent/Carer's full name _____

(Please write your name in capital letters)