



EXTENDED NURSERY PROVISION

If the nursery isn't full, then parents have the opportunity to pay for additional hours.

The additional hours and times on offer are:

9.00 am – 12 noon – morning nursery session = £7.50.

12 noon – 1.00 pm - lunch time cover (packed lunch to be provided by parents/guardians) =£2.50.

12 noon – 3.20 pm – lunch time (packed lunch to be provided by parents/guardians) and afternoon nursery session = £10.00.

9.00 am – 3.20 pm – full day at nursery (packed lunch to be provided by parents/guardians) – for those using their 30 hours funding at another setting = £17.50.

Extended provision must be booked in advance so that we can arrange staffing and ensure ratios are met. We will however try and help with late requests.

All sessions should be paid for in advance – either daily, weekly, monthly or termly. Payment can be made in cash, by cheque (made payable to Lincolnshire County Council) or by childcare voucher.

We will confirm the sessions allocated as soon as possible upon receipt. If you have not been allocated a place, you will be added to a waiting list and will be contacted as soon as a place becomes available.

If sessions need to be cancelled due to long term sickness or an exceptional circumstance then at the discretion of the Head teacher we will refund sessions that are cancelled with at least 48 hours' notice. Cancellations with less than 48 hours' notice will still be charged. *Please may we request that any bookings for the last two weeks of the summer term are paid for at the time of booking.*

Should you wish to cancel your child's nursery provision, please give one month's written notice so that this place may be re-allocated.

Collection and late collection of a child.

Should you or one of the nominated adults permitted to collect your child not be collecting from nursery, please inform the school office and/or a member of the nursery team. Please ask all of your collectors to bring some form of photo ID with them the first time they collect.

Please note that late collections may be charged.

By signing you are agreeing to the above terms and conditions.

Parent/ Guardian Name : _____

Parent/ Guardian Signature : _____

Date: _____



Child's Name: _____

Additional Nursery Sessions (please note a packed lunch must be provided if your child is staying for lunch or a full day). Please complete this form and update each term if your requirements for additional paid for sessions change.

Week beginning -- / -- / ----	Cost per session(s)	Please tick sessions required to request a place															Total cost for each week
		Monday			Tuesday			Wednesday			Thursday			Friday			
		AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50																
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