



WINCHELSEA PRIMARY SCHOOL 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) = £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 online, in cash, by cheque or by childcare voucher. Paying online is preferable using the following details:

Name of Account: Winchelsea County Primary School

Name of Bank: HSBC

Account Number: 91008099

Sort Code: 40-42-07

PLEASE MAKE THE PAYMENT REFERENCE YOUR CHILD'S NAME/NURSERY FEES so we can reconcile payments but if you choose to pay by cheque, please make your cheque payable to Winchelsea Primary School.

In the event of long term sickness or in exceptional circumstances 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 as staff ratios have been allocated.

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 extended (paid for) 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/ Carer Name : _____

Parent/ Carer 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).

This form should be updated each term.

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
6 Sept – 20 Oct 23	31 Oct – 20 Dec 23	3 Jan – 9 Feb 24	19 Feb – 28 Mar 24	16 Apr – 24 May 24	23 Jun – 19 Jul 24
6 weeks & 3 days	7 weeks & 2 days	5 weeks & 3 days	6 weeks	5 weeks & 4 days	7 weeks
(33 days in total)	(37 days in total)	(28 days)	(30 days)	(27 days)	(35 days)

Week beginning -- / -- / ----	Cost per session(s)s	Additional sessions attending which are to be paid for															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																£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50																£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50																£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	£0.00	
	AM: £7.50 Lunch: £2.50 Lunch & PM: £10.00 Full day: £17.50																£0.00	
															TOTAL FOR TERM ____			£0.00