



Helmingsham Primary School and Nursery
School Road, Helmingsham, Suffolk. IP14 6EX
Telephone: 01473 890267
Email: office.helmingsham@gfpschools.org
Headteacher: Miss Stephanie Hawes

Nursery Payment of Fees: Contract

This contract is between **Helmingsham Primary School and Nursery** and
concerning the care of.....who will be attending Helmingsham Primary School and
Nursery from

Session	Start	Finish	Fee
Breakfast Club (available on request and subject to staff availability).	07.30	08:30	£2.50
Morning	08:30	11:50	£15.00
Extended Morning	08.30	12:45	£20.00
School Dinner			£2.53
Afternoon	13:00	15:15	£15.00
Day	08.30	15:15	£30.00

We appreciate the prompt collection of your child/children – our sessions end at 11.50am, 12.45pm or 3.15pm each day depending on the requested session.

The Government Grant funding for 3 & 4 year olds can be used for any session during our 8.30am -3.15pm day.

15hrs of Universal Grant funding is available for all children from the term following their 3rd birthday / your child may also be eligible for 30hrs grant funding. Please arrange to speak to Caroline in the Main School Office for further details /or check online at <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-3-to-4-year-olds>

Session times are as stated. The main school playground is open from 8.20am until the bell rings at 8.30am.

Your child should be collected promptly at the end of each session by yourself or a named adult. Please telephone Mrs Miller on 01473 890267 if you are delayed.

- ❖ We will offer your child milk or water and a healthy morning snack. If your child has any special dietary requirements, please speak to a member of the Early Years Team. Occasionally we do use 'wet wipes' to clean sticky hands and faces after lunch or snack time, if you would rather we do not use these for your child please inform a member of the team.
- ❖ There will be fresh drinking water available to the children at all times.
- ❖ Please do not bring your child to Nursery if he/she appears unwell.
- ❖ When necessary, please provide own nappy, wipes and cream for your child. The Nursery holds stock for emergency use only. Please alert a member of the Early Years Team of any allergies at time of registration.
- ❖ During the summer months, you are requested to ensure your child attends Nursery wearing long lasting sun protection and suitable clothing. The Nursery cannot take responsibility for applying sun cream.

Length of notice:

- One half term written notice or payment in lieu of notice is required from parents/carers if the child is to stop attending
- One half term notice will be given by **Helmingham Primary School and Nursery** if the nursery wishes the child to cease attending.

This contract is subject to the terms and conditions issued by **Helmingham Primary School and Nursery** and the policies and procedures in the nursery and I/we agree to abide by those.

Please also note that we are not able to refund days absent due to sickness, holiday etc., however if space is available, alternative sessions can be requested.

Signed: *Mrs C Miller* for and on behalf of **Helmingham Primary School and Nursery**
Position: Office Manager



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I/we understand that the terms and conditions (given with this contract) are not intended to be exhaustive and I/we accept that the policies and procedures in the nursery support these terms and conditions.

I/we understand that if the fees are unpaid for a period of 2 weeks or more, **Helmingsham Primary School and Nursery** would have no option but to consider refusal of my child's admission into the nursery. In addition, I understand that **Helmingsham Primary School and Nursery** reserves the right to claim for any unpaid fees via the small claims court to recover the outstanding balance and I/we understand that I/we will also be liable for the debt recovery fees.

The nursery fees are the responsibility of the individuals who sign this contract and therefore the debt will pass to the second signatory should the court be unable to recovery the debt from the first signatory.

I can confirm that the hours of attendance will be:

Monday	Tuesday	Wednesday	Thursday	Friday

Signed - (both Parents/Carers to sign)

Mother/Carer:.....

Father/Carer:.....

Date.....

Child's name.....

Person responsible for payment of fees

Name.....

Address.....

..... Postcode:

Telephone: Day: Evening:

Mobile:

I hereby agree to pay the fees for the above child on or before the date they are due.

Signed.....

Date.....