



## CONTRACT

This contract is a legally binding document between the Governing Body of Appletree Nursery and the parents of

Name of child:

Date of birth:

### Terms and conditions of this contract:

- Fees are payable **weekly, monthly or half termly in advance**, preferably by standing order, to **Orchard Management Committee**.

**Late payments of nursery fees will result in your child's paid place at nursery being withdrawn.**

All payments should be made to;  
**Orchard Management Committee**  
**NatWest Bank**  
**Sort code: 01-54-90**  
**Account number: 64583759.**

Electronic payment needs to be referenced with your **child's name**.

**Please pay for 2 weeks worth of sessions on your first payment.**

- Full fees must be paid during the **illness** of a child, parent or guardian.
- Half fees must be paid during a child's **admission to hospital** for more than one week for a maximum of four weeks.
- Full fees must be paid if you take your child on **holiday during term-time**.
- A record of payments will be kept, a copy of which is available on request.
- Fees are payable for **38 weeks of the year**.
- Nursery is closed on **bank holidays, school holidays** and **inset training days**.
- **Two weeks** notice is required to stop any payable sessions.
- **Late collection** of your child will incur a charge of £5 per half-hour, to cover the cost of providing emergency staff. Repeated late collections may result in your child's place being withdrawn.
- An invoice of any outstanding balance will be sent out before the end of each half term
- Any outstanding balance must be paid before Nursery closes at the end of each term

Signed: \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_