



# GEORGE GRENVILLE NURSERY

## Nursery Session Request Form

### Child details:

First name: ..... Last name: .....

Usually known as: ..... Date of Birth: .....

### Contact Details for ParentMail Registration:

Name 1: ..... Name 2: .....

Relationship: ..... Relationship: .....

Telephone no: ..... Telephone no: .....

Email: ..... Email: .....

### Sessions required:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (8:45- 11:45)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Club (11:45-12:00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (12:00- 15:00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required start date: \_\_\_\_\_

### Declaration

I have read and understood a copy of the George Grenville Term and Conditions (attached). I will retain a copy for my own reference.

Parent signature: ..... Date: .....



# GEORGE GRENVILLE NURSERY

## Terms and Conditions

- All fees or surcharges are charged at the commencement of every half term, and you will be invoiced in advance. Fees can be paid by Parentmail or childcare vouchers. Fees will be invoiced to the address given on the registration form and are payable within 28 days of the date on the invoice. **Fees are payable for all sessions booked, regardless of attendance including absence due to sickness or holiday taken during term time. If the invoice is not paid within the aforementioned period your child will not be allowed to attend the Nursery until the outstanding invoice is paid in full.**
- Refunds will only be given if the session is cancelled by the Academy.
- A request for a change of sessions must be put in writing and sent to Hannah Batterbee, the Nursery Administrator, giving half a terms notice.
- Should you wish to increase sessions please notify Elly Kenealy, who will try to facilitate this as soon as possible depending on availability, and an additional invoice will be issued.
- One off bookings can be made depending on availability within the Nursery and will be invoiced accordingly.
- Half a school terms notice must be given if you no longer require the place or wish to withdraw your child from nursery. Fees are payable during this time and also payable if there is delay in taking up the place once accepted.
- All absences must be reported to the school office by calling 01280 813273 or emailing office@georgegrenville.co.uk
- Parents/guardians collecting children late from nursery will incur a surcharge of £2:00 for the first 15 minutes the child is collected late after the end of the session, subsequent minutes late will be charged at £1.00 per minute.
- George Grenville Nursery does not accept responsibility for loss of property or accidental injury.
- If your child becomes unwell during a nursery session you will be contacted by a member of nursery staff. Please inform the nursery of any changes of telephone number or address so that the emergency contact details are accurate.
- If your child is suffering from a communicable illness such as diarrhoea and vomiting they must not be brought back into nursery for 48 hours after the last episode has occurred. This will limit the spread of illness.
- At least one parent/carer must provide an email address and mobile number to be used to register the said parent/carer for Parentmail. A parent must be registered with Parentmail for their child to attend the Nursery.

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**To: Mrs E Kenealy (Nursery Manager)**

***I have read and agree to the terms and conditions set out above.***

**Signed:** .....**Print Name:** .....

**Date:** .....***Please complete and return to Elly Kenealy as soon as possible. A place cannot be secured until such time as this is done. Thank you.***



# GEORGE GRENVILLE NURSERY

## Terms and Conditions – Parent/Carer copy

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