



Newport Contract

Child's name: _____ Start date required: _____

Sessions required

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Long day (7.30–6)					
Full day (8-6)					
Morning (8-1)					
Afternoon (1-6)					
Hourly Rate					

- Fees must be paid in advance for the next month by the last day of the current month. Invoices will be sent out between 20th-23rd of each month.
- All sessions must be paid for even when your child does not attend.
- Any decreases in attendance or notice, must be given in writing 28 days in advance.
- There will be no charge for Bank Holidays or when the nursery is closed over Christmas.
- If additional sessions are required, payment for any extra sessions must be made in advance. Even if the place is not used, once booked a charge will be made for that session.
- By signing this contract, you are agreeing to the company terms and conditions and policy and procedures that are found in the Parent Handbook, Statement of Purpose and notice boards displayed within the setting, failure to do so will lead to a child's place being withdrawn.
- You agree to the no use of mobile phones whilst on site and no smoking including e-cigarettes or any other devices that represents smoking whilst in the surrounding facilities such car park, garden and in the building.
- I understand that a deposit of £75 is required before my child starts and the deposit is only refundable when I give four weeks written notice. Once I have given four weeks written notice the deposit will be deducted from my final invoice. Deposits will not be refunded if I cancel my child's place before they start.

**I have read and fully understand the rules and regulations of the nursery.
I agree to uphold the nursery polices and I am fully aware that failure to do so
will lead to my child's place being withdrawn.**

Parent/guardian Signature: _____ date _____

Staff signature: _____ date _____