



# The Cottage Nursery

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## Contract of Child Enrolment

I confirm that I wish to secure a place for my child at The Cottage Nursery and that a booking fee has been paid.

By signing this contract, I am agreeing to abide by the nurseries terms of enrolment as stated below.

- If I wish to cancel my child's place prior to the start date, or reduce days or hours, then I understand that I must give a minimum of 3 calendar month's written notice or one month's full fees will be payable.
- If I wish to cancel my child's place after they have started, or reduce days or hours, then I understand that I must give 4 weeks written notice.
- If my child is in receipt of the Nursery Education Funding grant as soon as they start at the nursery and they are only attending for a maximum of the funded 15 hours, then the full booking fee will be refunded. £50 will be refunded in the second month and then the balance when my funding application has been approved and the nursery has received the government funding payment (*this can take several weeks*).
- If I wish to defer my start date then I am required to pay a retainer each month to hold my place, this will be equivalent to 50% of my monthly bill.
- I will ensure that whilst at The Cottage Nursery my monthly invoice will be paid in accordance with the payment terms stated on the invoice and that on leaving the nursery my account will be settled in full by my child's last day.
- I understand that if my child is absent from nursery due to illness, holidays or any other reason that full fees are still to be paid.
- I understand that the nursery has a settling policy of at least three sessions, this may be longer if the nursery feels necessary. I will be billed for just the time attended during the settling period (which will be a maximum of 2 weeks).
- I have read and understand the nurseries GDPR Policy.
- If the nursery is forced to close due to unforeseen circumstances, a refund of fees will be at the management's discretion.

Signed .....

Print name .....

Date .....

Child's name .....

Child's date of birth .....

Company registration number: 6535999 (England & Wales)

Registered Charity number: 1133631



*The Cottage Nursery is an equal opportunities employer*

