



SureStart

Making life better for children, parents
and communities by bringing together:
▶ early education
▶ childcare

Rowland Hill Nursery School & Children's Centre
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AMENDED CONTRACT FOR UNDER 3 CARE
AT ROWLAND HILL NURSERY SCHOOL & CHILDREN'S CENTRE.

CHILD'S NAME..... D.O.B.....
ADDRESS

NAME OF PARENTS/CARERS.....

HOME TEL..... MOBILE TEL

I agree that my child will start attending nursery from

The settling-in period is not chargeable, fees will be payable from ...N/A.....2011.

Full time: 8.00 am - 5.45pm,

The weekly fee will be: £200

Payment arrangements

(To secure your place, a deposit of two week's fees must be paid prior to admission, ie £...N/A..) Once your child is attending the fees are due every Friday (or the last day your child attends each week if part time) for the following week, by your chosen method of payment. Cheques should be made payable to "Rowland Hill Nursery School" and backed with a cheque guarantee card. If you would prefer to pay by direct debit or standing order please request our bank details. All payments need to be in a clearly marked envelope with the child's name and amount enclosed and it is preferable to hand these to the Receptionist in the morning.

Payment Arrears

If the fees are not paid by Friday (or the last day your child attends each week if part time) for the subsequent week, you will be issued with a "First Arrears Letter" on the Monday informing you that the place will be suspended from Tuesday and you will not be allowed to bring your child into the Centre until the weekly fee is paid. For persistent non-payment, a "Second Arrears Letter" will be issued, and the involvement of Haringey Council Legal Services will be sought for the recovery of the debt. It is possible for a parent/carer to have a Debt Recovery Agreement put in place whereby regular repayments of the arrears, as well as the normal weekly fee, are agreed to. The parent/carer will sign this agreement, receive a copy and the other is filed in the Fees folder. The child will be allowed to attend as long as the agreement is adhered to. It is necessary for any arrears payments to be made in cash, cheques are not acceptable.

Termination of contract

Should you wish to terminate this contract one months notice is required in writing. The two weeks deposit will then be used as payment for the final two weeks fees.

Set Closures & Bank Holidays

We do not charge when we are closed at Easter, Christmas and the Summer Break.

We do not charge for bank holidays.

**Haringey in Bloom 2010 Winner of Greener School Grounds & Joint Winner Best
Community Garden
Winners of Young Environmentalists Award 2009 Haringey Heroes**

Training Days

We do charge for when we close for staff training days. This is because the staff training benefits your child and is often mandatory.

Adverse Weather

We do not charge when the site closes because of adverse weather conditions. Please make sure we have your latest contact details so we can let you when we have to close in an emergency.

Centre times

If you are going to be arriving later than 9.30 am we request that parents/carers telephone the Centre so that a lunch may be ordered. Alternatively, if your child is not able to attend due to illness, for example, we would also request that you telephone the Centre to let us know.

Late collection of your child

If your child is late being collected this has an impact on staff who also have to stay late. Except in exceptional circumstances, the Centre will charge a late collection fee of £5 for every 15 minutes, or part 15 minutes, that you collect your child after 6.00 pm.

Provision breaks

In exceptional circumstances it may be possible to take your child out of the Centre (for a period of no longer than 4 weeks and due to compassionate reasons) and a retaining fee of half the normal weekly fee would be payable in order to keep the place secure. For any period longer than 4 weeks, the place will be forfeited and allocated to another child on the waiting list.

Loss and damage

Please note that the Centre can no accept responsibility for loss or damage to jewellery, clothing, buggies or other personal possessions brought into the Centre. All items must be named where possible.

I accept the conditions for an Under 3 place at Rowland Hill Children’s Centre and undertake to abide by them.

Signed. Date:

<p><u>For Office use only</u></p> <p>Chosen method of payment: cash/cheque/direct debit/standing order/childcare vouchers</p> <p>If paying by DD or SO which date does your salary go in.....</p> <p>What date will the DD or SO be credited.....weekly on</p> <p>Fees due prior to DD or SO payment.....</p> <p>If you will be using childcare vouchers - which company.....</p> <p>Deposit paid. on Receipt no.</p>
