

## Nursery Agreement for Additional Sessions

For Parents and Carers

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### 1. What Are Ad Hoc Sessions?

Ad hoc sessions are additional nursery hours or days that are **not part of your child's regular funded sessions**. These are offered **subject to availability** and must be agreed in advance.

### 2. Booking Additional Sessions

- Requests must be made **at least 48 hours in advance** (where possible) by contacting the Early Years Leader – Mrs Rae.
- Ad hoc sessions will be confirmed **only if space and staff ratios allow**.

### 3. Session Times and Charges

Session Type	Time	Cost
Morning Session	(e.g., 8:30 – 11:30)	£16.50
Afternoon Session	(e.g., 12:15 – 3:15)	£16.50

Charges apply to both funded and non-funded children if hours exceed the funded entitlement.

### 4. Payment Terms

- Payment is required **in advance**, unless otherwise agreed.
- Payments must be made using ParentMail.
- Failure to pay promptly may result in ad hoc bookings being suspended.

### 5. Cancellations and Non-Attendance

- If you cancel with **less than 24 hours' notice** or your child does not attend, you may still be charged in full for the session.
- Refunds will not be given for sickness or absence unless agreed with the EYFS Leader.

### 6. Agreement and Consent



By signing below, I agree to the terms outlined above and understand that:

- Ad hoc sessions are not guaranteed and must be requested in advance.
- I am responsible for timely payment of any sessions booked.
- Repeated failure to pay or non-attendance may affect future bookings.

**Parent/Carer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**EYFS Leader Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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