



Full Time Nursery Place - Parental Agreement

Your child will be cared for by Wood End Infants School between the hours of 7.45 a.m. and 5.30 p.m. It is important that parents/carers read and the following agreement.

- A completed application form and deposit are required to secure your child's place.
- Children who attend Nursery on a full-time basis will be cared for within the nursery setting and within the main school.

7.45 a.m. – 8.55 a.m.	Children will attend breakfast club
8.55 a.m. – 11.30 a.m.	Children will attend morning nursery
11.30 a.m. – 12.45 p.m.	Children will have lunch in the main school and return to the nursery
12.45 p.m. – 3.45 p.m.	Children will attend afternoon nursery
3.45 p.m. – 5.30 p.m.	Children will attend after school club

- The After School Club is open until 5.30 p.m. each day you must collect your child before this time. There will be a late collection charge of £15 for every 15 minutes or part thereof, after 5.30 pm. Parents/carers are asked to inform us if they are going to be late collecting their child or of any changes with the collection of their child, this can be done by telephone. If you child is not collected by 6 p.m. and no contact has been made, then the appropriate authorities will be contacted, this could include the Police or Social Services.
- If any person other than a parent/carer is collecting your child the school **must** be informed and this person will be required to give us the password stated on the child's registration form. If we are not informed we will contact the parent/carer by telephone before allowing the child to leave. All children must be collected by a responsible person, over the age of 16 and signed out.
- Please remember that the payment policy must be strictly adhered to. Fees may be paid in advance by cash, or cheque



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WOOD END INFANT SCHOOL

Headteacher: Ms Lucy Rodgers

Whitton Avenue West, Northolt,
Middlesex UB5 4LB

020 8422 5182

admin@woodendfirst.ealing.sch.uk

made payable to Wood End Infant School.

- One month's notice is required if you wish to cancel your child's attendance at full time nursery. If a child leaves prior to the end of the notice period, fees are non-refundable.
- The school reserves the right to terminate the agreement with immediate effect in case of non-payment of fees.
- Parents and child are expected to adhere to all school policies and procedures, copies can be found on the school website.
- You are advised to mark your child's clothing with their name. Children will have access to the outside play areas at all times and also to messy play activities. Please ensure that they have suitable clothing and footwear for indoor and outdoor play.
- If you need to contact the School between the hours of 4.30 p.m. and 5.30 p.m. please call on 07713 073037.
- The Nursery is only open during term time, dates are available via the school website www.woodendfirst.ealing.sch.uk and are published on our school calendar which is given to parents during the summer term.



Please sign and return one copy of the agreement prior along with your child's completed application form.

I have read and understand this parental agreement and payment policy and agree to be bound by them:



Signature of Parent/Carer _____

Print Name: _____

Date: _____

Child's Name: _____



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