

## **KINGSWOOD NURSERY SCHOOL – – REQUEST for ADDITIONAL SESSIONS in Pre-School or Nursery**

At Kingswood, if there is availability, we are able to offer parents additional sessions within our Pre-School and Nursery setting. If you would like your child to have additional sessions then this does need to be booked in advance so that we can ensure that there is sufficient staff to enable this to happen. If your child has been accessing additional sessions, or you wish to change the number of sessions then we ask for four weeks' notice. **If parent's book additional sessions it is with the understanding that all illnesses and absences will be charged for.**

Each additional session booked is £17 for two-year-old children.

Each additional session booked is £15 for three and four-year-old children.

Each additional lunch time session booked is £5, regardless of age of child.

Invoices are sent out in advance on a monthly basis and should be paid in full the first week of each month, otherwise care could be refused. Payments should be made directly into the school's bank account through our 'Wise Pay' system.

**Child's name:** \_\_\_\_\_

**Please indicate details of sessions required:**

Day extra session(s) required:	Morning session (8.30 – 11.30pm) <b>£17 for 2 year olds.</b>	Morning session (8.30 – 11.30pm) <b>£15 for 3 &amp; 4 year olds.</b>	<b>ALL AGES</b> Lunch session (11.30 – 12.30pm) <b>£5 – bring a packed lunch</b>	Afternoon session (12.30 - 3.30pm) <b>£17 for 2 year olds.</b>	Afternoon session (12.30 - 3.30pm) <b>£15 for 3 &amp; 4 year olds.</b>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

**'I agree that when the additional hours have been confirmed I will pay the monetary amount involved in the first full week of each month'.**

**Parent/carer signature:**