

Child's Name		
Child's D.o.B		
Parent/Carers Name		
Parent/Carers Email		
Parent/Carers Name		
Parent/Carers Email		
Address		
Contact Numbers		
Bill Payer Name		
Email Address for Bill Payer		
Expected Start Date		
Sessions Required (Please tick)	<u>AM Session</u>	<u>PM Session</u>
<u>Monday</u>		
<u>Tuesday</u>		
<u>Wednesday</u>		
<u>Thursday</u>		
<u>Friday</u>		
Is your child accessing 2yr or 3yr funding with us? (Please circle)	2year	3year
If you have circled 3yr funding, are you eligible for 15 or 30 hours? (Please circle)	15 hours	30hours

Children's Application Form

Please sign to state you have read and understand the attached fee information provided.

Bill Payer Name: _____

Bill Payer Signature: _____

Date:

There is a non-refundable administration fee of £50.00 which is required at the time of registration. Once the registration form and payment are received you will receive a confirmation email to confirm your childcare requirements.

If you would like to pay by BACS the bank details are:

Bank: Lloyds TSB

Sort code: 30-12-86

A/C no: 21087760

Please could you put your child's name as a reference.

If you would like to pay by cheque, please make the cheque payable to 'Molescroft Farms Ltd' and send to:

Molescroft Farm Children's Nursery

Molescroft Grange Farm,

Grange Way,

Beverley,

HU17 9FS

Additional Information

- We have a minimum requirement in which children must attend for either one full day or two half days each week per child.
- The Nursery Director and Nursery Owner review fees at bi-annually, on the 1st September and 1st March

Payment of fees

- All fees are to be paid monthly in advance. Fees may be paid by Childcare Vouchers/Tax Free Childcare or Standing Order into our account by no later than the first of every month.
- Childcare Vouchers/Tax Free Childcare allow you to nominate a specific portion of your salary to be paid to you by way of a childcare voucher, this proportion of your salary is then exempt from tax and national insurance. For further information please contact the Nursery Director or visit the following website - <https://www.gov.uk/tax-free-childcare>
- There is a range of financial assistance available to parents to help pay towards their childcare costs and we can signpost parents to appropriate organisations. For further assistance with this please speak to the nursery director.
- Fees continue to be payable for periods of absence due to sickness and holidays.
- The parent/carer who is named as the designated bill payer on the application form are signing to state that they agree to be legally responsible for the payment of fees. In all cases the invoice will be addressed to the nominated bill payer unless a request to the contrary is made in writing and signed by both parents.
- Between the 20th and the 25th of each month the Nursery Director will provide the designated bill payer by email, with an invoice for sessions booked for the following month. The invoice will also include any additional sessions or charges. All fees must be paid, in advance, by the 1st of the month in which the sessions invoiced fall. Where fees are paid by cheque, Childcare Voucher/Tax Free Childcare or other means which do not clear on the same date as payment is made, adequate time must be allowed for the payment to clear into our account by the 1st of the month. Please note that any fees paid in cash will incur a 1% surcharge to cover additional bank costs unless previous arrangements have been made with the Nursery Director.
- In the event of fees being outstanding for more than 7 days you will receive notice to withdraw your child from Nursery immediately. If a child should be excluded for non-payment then their place will not be held open for them and will be allocated to another child. We also reserve the right to give 7 days notice to withdraw your child from Nursery, to any parent who regularly fails to pay their fees on time in accordance with this agreement. Please note that in both instances children will be permitted to continue to attend any Nursery Education Funded Sessions.
- Molescroft Farm Children's Nursery reserve the right to charge interest on all invoices issued at the rate of 8% per annum pursuant to Section 69 of the County Courts Act 1984, from the date in invoice to the date of payment.

- If parents are experiencing financial difficulties or are likely to experience financial difficulties in the near future, they are asked to approach the Nursery Director immediately in order to discuss possible alternative methods of payment. All payments and records relating to payments will be maintained by the Nursery Director.
- In the event of a parent/carer wishing to give notice to remove their child from Nursery, or to decrease their sessions, they are required to give 1 months written notice. Fees continue to be payable throughout this notice period regardless of whether the child attends Nursery. In all cases we will pursue payment of unpaid fees, together with accumulated interest, through the small claims court
- Molescroft Farm Children's Nursery stores personal information in accordance with UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. Molescroft Farm Children's Nursery also has a legal duty of care in accordance with the Early Years Foundation Stage (2021) to share information regarding children's learning and development with external agencies including the Local Authority where necessary.