



**Westfield Nursery School**  
 Westfield Road, Dunstable, Beds. LU6 1DL.  
 Tel: 01582 608650  
 office@westfieldnurseryschool.org  
[www.westfieldnurseryschool.org](http://www.westfieldnurseryschool.org)  
 Head teacher: Mrs Liz Collins BA (QTS) NPQH



### BOOKING FORM/INVOICE FOR ADDITIONAL HOURS

Name:		Class:	
Date of invoice:		Date to be paid by:	
Nursery Hours Attending:	Free	Paid	Cost
Monday 8.45 - 3.30	6 hours	45 minutes	£5.00
Tuesday 8.45 - 3.30	6 hours	45 minutes	£5.00
Wednesday 8.45 - 3.30	6 hours	45 minutes	£5.00
Thursday 8.45 - 3.30	6 hours	45 minutes	£5.00
Friday 8.45 - 3.30	6 hours	45 minutes	£5.00
Billing Period:			
Additional session costs @ £5.00 per session			
Total Amount			

You can pay using your childcare tax credit account or directly into our bank account using your child's name as a reference.

Bank details: Central Bedfordshire Council Re. Westfield Nursery School

Account Number: 62411527 Sort Code: 60 02 13

Invoices are issued half termly and should be paid promptly please. If any difficulties arise, please speak to a member of the Office staff.

I agree to abide by the terms and conditions as stated overleaf.

Signed:

Date:

For Office use only:	Date received:	Receipt Number:
	Cash/Cheque	Amount:
Invoice Number:	Checked by:	Date:
	Paying in slip No.	Date paid in:

## Early Years Charging Terms & Conditions

2023 - 2024

- Please read in conjunction with the Admissions Policy.
  - Parents will not be charged for 30 hours free entitlement for 3- and 4-year-olds and for 2-year-old children receiving 2-year-old funding.
  - Invoices will clearly show free entitlement and those requiring payment.
  - Only whole paid for sessions can be reserved. No part sessions can be allocated or paid for.
- Each 30-hour provision is of 6 hours 45 minutes from 8.45am to 3.30pm with parents paying for the extra 45 minutes per day at a cost of £5.00. The eligibility code, expiry date and National Insurance Number must be shown in advance of a child starting; along with the first half termly payment. Where these are not supplied the Nursery will retract the place
- 2-year-olds only/ 15-hour session/ 8.45am-11.45am or 12.30pm-3.30pm/ £6.00 per hour/ £18.00 per day (£90 per week)
- 3-4-year-olds only/ Top up to 30 hours/ £6.66 per hour plus £5.00 for extra time on school day, if there are spaces available (£125.00 week)
  - Bookings must be made for the complete half term.
  - Payment for the whole booking must be returned with the booking form/invoice by the due date on the invoice.
  - We are unable to accept any occasional or telephone bookings.
  - A receipt will be issued within two working days
  - No refunds can be given for non-attendance or sickness.
  - Charges will apply for any child collected late at the end of the session. We cannot accommodate any children after session times are finished. Our Late Collection Policy gives more information about our procedures.

Reviewed September 2023