Early Years Chargeable Sessions Booking form

Please complete and sign this agreement and return to the Early Years Lead. By signing you are agreeing to our terms and conditions.

Child's Name:				Child's DOB:	
Parent/Carers name/s:					
Address:					
Parent / Carer email for invoicing:				Telephone:	
Start date:					
Setting attending:					
Sessions attending:	**Mon**	**Tues**	**Weds**	**Thurs**	**Fri**
AM (08:30-11:30)					
Lunch (11:30-12:30)					
PM (12:30-15:30)					
Full day (08:30-14:30)					
Afternoon top up (14:30-15:30)					
Baby Settle Session* (1hr) (Rowanfield Only)					
Parent/Carer Signature:					
Date:					
Admin : Booking received/confirmed. Copy of agreement given to Parent/Carer					
EY Lead Signature:					
Date					
* Please note that settling-in sessions for the baby room are charged at £12 per hour. This helps us ensure that your child receives dedicated care and support during their transition. Thank you for understanding.					

Once the booking has been confirmed a completed copy will be provided for your records.

Rates, Terms and Conditions September 2026

Aspire accepts children from the age of 2 years (6 months at Rowanfield).

Sessions available to all children eligible for 15 hours funding or self-funded by parents/carers

Morning Session 08:30am - 11:30am Afternoon Session 12:30pm – 15:30pm

Sessions available to all children eligible for 30 hours funding or self-funded by parents/carers

Full Day Session 08:30am – 14:30pm

Additional hours for a 7-hour day or to stay for lunch are chargeable and subject to availability.

Non-funded places and additional sessions are offered subject to availability.

Aspire Foundation Fees

	Child under 2*	2 Year Olds	3 & 4 Year Olds
3 hours session (AM or PM)	£36	£24	£22.50
Full school day (6 hours)	£72	£48	£45
Extended Day (7 hours subject to availability)	£84	£56	£52.50
Additional hourly rate (subject to availability)	£12	£8	£7.50

*Rowanfield only

Payments

Invoices are issued at the start of each half term and must be paid within 30 days. ***Non-payment may result in reduced hours and may lead to legal action.***

Payment should be made **by bank transfer** to: **Aspire Foundation, Barclays Bank Limited**

Sort Code: 20-20-15 **Account Number: 63131564**

If an invoice remains unpaid 7 working days after the due date, we will contact you to arrange payment. If payment is not made, your child may be unable to attend until the balance is paid.

Bookings, Absence & Notice Periods

- All bookings must be requested using a Booking Form.
- Bookings are not confirmed until written confirmation has been received.
- All booked sessions and extras must be paid for, including during periods of sickness and family holidays taken during term time.
- Please notify your setting if your child will be absent for any reason.
- If you wish to withdraw your child or change their hours, **one month's written notice** is required.
- Fees remain payable until the end of the notice period.
- If you wish to change any of your sessions, please discuss this with your Early Years Manager.
- Aspire Foundation will provide **four weeks' written notice** of any changes made by us.