



Dear Parent/Carers,

At Jitterbugs childcare we strive to provide outstanding childcare, along with this we want to provide an outstanding service when dealing with your administration requirements. ParentAdmin is a pioneering program through Nursery in a box, that allows you the parent/carer the access you require when dealing with nursery fees for your child is the most efficient way possible.

To help parents/carers ParentAdmin provide the following amenities:

View & Download

- ✓ Your Invoice History
- ✓ Your Payment History
- ✓ Your Outstanding Balance
- ✓ Your Voucher Payments
- ✓ Your Booking Pattern

Update & Confirm

- ✓ Collection Passwords
- ✓ Emergency Contacts
- ✓ Medical Records
- ✓ Personal Information
- ✓ Permissions & Consents

You will receive an email with your login details, so if you haven't already, please provide your nursery with your preferred email address. Once you receive your login, please change your password and allow 10 minutes to complete your full registration form securely online.

This online form needs to be completed before your child can start at Jitterbugs.



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To enable us to get you up and running on the system, we require the following details:

Childs details

First Name: _____ Last Name: _____

Date of Birth: _____ Gender: _____

Parent 1

First Name: _____ Last Name: _____

Email address: _____ Mobile Number: _____

Parent 2

First Name: _____ Last Name: _____

Email address: _____ Mobile Number: _____

Once you have completed this slip and contract, please return back to us, so we can send you the email to confirm your child's place.

Thank you Jitterbugs

- You will be issued with a payment plan containing our bank details to set up a monthly standing order, on your child's registration calculating your monthly fees up till the end of the financial year (Financial year ends each march) your fees are calculated based on your regular sessions and do not take into account any extra sessions that your child may do. All subsequent payment plans will be issued during the month each August for the following academic year taking into account any fee increase and changes to government funding or corporate vouchers.
- If your place is term time only your monthly amount can vary rapidly depending on holidays, then we will invoice you each month by email if you prefer.
- Extras will be billed separately which cash will be taken for on the day of your extra session.
- Fees are payable in advance on or before the 5th of each month by standing order.
- Texts /reminders will be sent out via our parent mail system if payment isn't received on the due date this will remind you to make payment before additional costs occur. (see below)
- **Jitterbugs reserve the right to excluded your child due to none payment of fees, they may return once fees are paid in full.**
- **A £10 fee will be charged on fees that are not paid on time, with an additional £10 for unpaid fees over 7 Days from the 5th of the month calculated on a weekly basis.**
- **Any unpaid fees will remain as a debt until paid. You will need to pay your fees in full before further access is allowed.**
- **If any fees remain outstanding for 28 Days your details will be passed onto BFL SOLUTIONS LTD our debt collection agency who will implement procedures to recover any fees and any costs incurred will be passed on to you. (Usually at this stage your child will no longer be allowed access into Jitterbugs).**
- **Full fees are still charged if your child is absent from Jitterbugs due to sickness or holidays we do not give any reduction on your child's place/meals (It is the place that you are paying for) however could you please inform us of any absences.**
- **If you no longer require your child's place, 4 weeks notice is required and must be paid for whether used or not. We close over the Xmas holiday period. (Dates vary depending when Christmas falls) no fees are charged during this period. On occasions we may close early due to staff training we will give notice of this. You will not be charged for bank holidays which we are closed. Your account will go into credit over this period however credits will be taken off in the following academic year when your new standing order is amended.**

Signed: (1) Parent.....Date.....

(2) Parent.....Date.....