

Fullbrook Nursery School and Little Explorers
Terms and Conditions for 2year old children who are not entitled to funding until the
term after their 3rd birthday

Bookings

1. All bookings and payments to be made on a **Thursday** prior to the week commencing of the sessions you require. (this allows us to have additional staff in the office on a Thursday to take your bookings)

If you wish to book a week following half term, please book before we break up for the school holidays.

2. Payment can be made by cash or cheque (sorry we cannot accept debit cards).
3. Places will not be held unless they are pre-booked.
4. You will need to give at least two week's notice, in writing, if you no longer require the place.

Cost of sessions:

Breakfast Club 8.00-8.30a.m. (if available) £3.00 (breakfast buffet provided)

Morning 8.30-11.30 £15.00 / Afternoon 12.30-3.30 £15.00 / 5 sessions per week £65.00

Lunch club 11.30-12.30 £5.00 After school club 3.30-4.00 £3.00

Absence

5. Please notify us on 01922 721066, opton 1, if your child is going to be absent. If your child is absent for longer than 2 weeks and we have had no contact from you they can risk losing their place.
6. If your child is sick; fees are non-refundable or transferrable for absence related to illness. Fees will still need to be paid for in advance in order to keep your child's place.
7. Head Teachers are no longer able to authorise absence for holidays taken in term time. We advise families that absences for any reason can affect a child's progress. Please complete a Notification of Absence Form if you intend your child to miss any nursery sessions. To retain your child's place full fees need to be paid during the 2nd and 3rd week of absence.

Late Collection of children

8. There will be a charge for any children who are not collected by the agreed time. The charges are made on an increasing scale to offset staffing costs incurred. Any child not collected requires the presence of 2 staff therefore the charges would be as follows:-

Up to 10-15 minutes £5.00

From 15 minutes to 30 minutes £10.00

From 30 minutes to 1 hour £20.00

From 1 hour £40.00

Failure to meet these terms and conditions may result in the offer of your child's place being withdrawn.

I agree to abide by the above terms & conditions of a Fee Paid Place within Little Explorers/ Fullbrook Nursery School

Signed(parent/carer): _____ Date: _____

Child's nameDate of birth