

Nursery school Terms and Conditions for Fee Paying Sessions

Nursery offers provision for children aged 3-4 years, from the term after their third birthday.

Bookings

1. All bookings and payments should be made by the Thursday prior to the week commencing of the sessions you require. Payments for sessions following a school holiday need to be booked and paid for by the Thursday before we break up.
2. Payment can be made preferable by bank transfer (sorry we cannot accept debit cards).
3. Places will not be held unless they are pre-booked and paid for in advance.
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 8:00-8:30 £3.00

Lunch Club 11:30-12:30 £4.50

Afternoon Session 1 11.30-2:00 £11.50

Afternoon Session 2 11:30-4:00pm £20.50

Afterschool session 3:30-4:00pm (only) £2:50

If you access our 30hr provision and would like your child to have breakfast its 50p a day

Absence

5. Please notify us on 01922 721066, 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 extended hours 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.

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Failure to meet these terms and conditions may result in the offer of your child's place being withdrawn.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 for extended hours sessions, at Fullbrook Nursery School.

Signed(parent/carer): _____ Date: _____

Child's nameDate of birth