

# Scotforth St. Paul's CE Primary School

## Nursery class terms and conditions 2020-21

1. These terms and conditions are to be read in conjunction with the Nursery class admissions policy.
2. Places are allocated on the understanding that your child will attend nursery for at least 6 hours per week. Extra top up sessions may be booked at the time of application, subject to availability (please see prospectus and/or application form for our pricing structure).
3. Government funded places are available for a total of 15/30 hours. Morning sessions start at 8:55am and finish at 12:00pm

Afternoon sessions start at 12:00pm and finish at 3:00pm.

We will try to accommodate your session patterns, subject to availability. Please indicate on the application form your requirements. If over-subscribed, the admissions policy will be applied to children using funded places first. Any top-up sessions will then be allocated according to availability and priority on the admissions list.

4. Parents will be informed which sessions they have been allocated.
5. Parents are expected to give 4 weeks' notice if they plan to withdraw their child from nursery, and may be charged if sufficient notice isn't given.
6. Parents accessing top up sessions need to be aware of the following:
  - 1) Invoices are sent out on the date closest to the first of the month for the month ahead. Payment is due by 14 days from the date of the invoice. Bills can be paid by cash, cheque, government tax free childcare or work place scheme vouchers e.g. Edenred. Ask us about paying online.
  - 2) At the start of each calendar month, we will produce an invoice to the parent/guardian for any additional charges as detailed in the prospectus (or as separately advised in advance) in relation to the child's attendance at nursery in the previous calendar month, including any unscheduled additional sessions, the cost of any outings or sessions, and any late pickup charges.
  - 3) Without prejudice to any other right or remedy that Scotforth St. Paul's School may have, if any amounts due fail to be paid within 7 days of their due date, Scotforth St.

Paul's School may charge interest on such sum from the due date for payment at the annual rate of 3% above the base lending rate from time to time of the Bank of England, accruing on a daily basis and being compounded quarterly until payment is made, whether before or after any judgement.

- 4) If any fees or charges (including late payment charges) are outstanding for more than 14 days from the relevant due date then Scotforth St. Paul's School may withdraw your child's place/offer your child's place to another child on the waiting list.
- 5) There shall be no pro-rata reduction of fees if the child is (or is to be) withdrawn from the nursery or absent from the nursery for any period due to illness or for any other reason. Accordingly, where such circumstances are envisaged the parent/guardian is obliged to make the full monthly payment in advance, and there will be no obligation on Scotforth St. Paul's School to repay fees paid in advance to the parent/guardian where such circumstances arise. In case of over 4 weeks' notice being given for family holidays parents may take 5 free days in a school year. Children using only free places cannot swap their days if on holiday.
- 6) Children who usually attend on a Monday/Friday will not be charged where a bank holiday falls on this day. Children who use free or extended hours on these days will be offered an alternative day where ratios allow.
7. Fees payable to Breakfast and After School Club will be invoiced separately.
8. The parent/guardian will pick up their child from nursery no later than the relevant session-end time detailed on the Nursery Registration Form. The parent/guardian will pay the late pick-up fees detailed in the prospectus if they fail so to do. Children will not be accepted into nursery earlier than detailed session times. (Late pick up fees are £15.00 per hour pro rata starting at 3:00pm. You must contact school if you are likely to be late.)
9. Admission to the Nursery class does not give automatic entry to the Reception class in the main school. Parents must apply for a Reception place in the usual way.

I have read the above terms and conditions and have signed below to show my agreement

Signed..... Date:.....