



Terms and Conditions for fee-paying sessions and club **Terms and Conditions**

Deposit fee: We ask for one week's deposit when you accept your place. This is refundable or offset against a final invoice at the end of your time with us, on the condition that one month's notice of cancellation has been received in writing.

Fees and charges: Your fees must be paid monthly or half-termly in advance. Payment is required by the 1st of the month or within 7 days of the invoice date. Failure to pay fees could result in the withdrawal of your child's place. Unpaid fees will be pursued following Surrey County Council regulations. Fees are subject to review on an annual basis. The governors will endeavour to provide as much notice as possible in the event of any fee increase.

Additional sessions: Additional sessions must be requested by email or by a booking form, which is available at Reception. Please note that additional sessions or clubs are not guaranteed until confirmed by a member of our staff.

Please note: Payment of additional sessions cannot be paid for from lunch funds.

Late fees: Late collection of a child will incur an additional charge which will be invoiced for separately as follows:

Up to 15 minutes	£ 5.00
Up to 30 minutes	£10.00
Up to 45 minutes	£15.00
Up to 1 hour	£20.00

Notice period: Parents must give the following notice by email or in writing when their child is leaving the nursery school:

2 year old FEET funded children: One term's notice

3-5 year old funded children: One term's notice

Express permission has to be sought and given by Guildford Nursery School and Children's Centre and/or Surrey County Council if less than one term's notice is required by the parent/carer.

2-5 year old fee-paying children: One month's notice

One month's notice is also required when requesting a cancellation or change to nursery sessions.

Non-attendance: Fees cannot be refunded in the event of non-attendance or sickness absence. In the event of long-term absence, the Headteacher will consider the matter on an individual basis.

INSET days: No charges will be made for INSET training days.

Bank Holidays and additional holidays: Charges will be made for Bank Holidays where they fall within the term and for any additional holidays taken by families within term time.

Holidays: Out of normal term-time, the nursery school will close for two weeks during the summer and one week at Christmas. Parents and carers will be informed of these dates at least one term prior to the closure.

Meals: Breakfast is provided by nursery staff. Lunch is provided by external caterers and served by nursery staff. Tea is provided by external caterers and served by nursery staff. Special dietary needs can be catered for. Please ask at Reception for further information. Meals will not be charged for where the absence is authorised and Reception have been notified by the Thursday prior to the absence.

Cancellations: If an additional session or club booking is cancelled with less than 7 days' notice, payment of the full invoice amount will be required. If an additional session or club booking is cancelled with 8-14 days, payment of 50% of the invoice amount will be required. Any cancellations made with more than 14 days' notice will not be charged for.

Cancellation of additional sessions or club booking must be by email or in writing.

Methods of payment: Fees may be paid by direct debit, BACs or cheque, payable to 'Guildford Nursery School and Children's Centre' and must be received by the 25th of the month in order to be cleared in time for the following month. Please ask for our bank details to set up a direct debit or BACs payments.

Availability: All days, sessions and clubs are subject to availability.

Parents will be asked to sign a copy of these terms and conditions when accepting a nursery school place. These terms and conditions apply to nursery sessions additional to free (funded) sessions, term-time clubs and holiday clubs.