



## Terms and Conditions 2023-24

Revised June 2023

**Availability:** All nursery sessions including additional and club sessions, are subject to availability.

**Fees:** Fees for nursery sessions, clubs and meals are normally subject to review on an annual basis. The Governors or Head Teacher have discretion to apply fee variations whenever needed but will endeavour to provide as much notice as possible in the event of any change. Fees must be paid in full, in advance of any required nursery, club or holiday club session. Late payment of fees will incur a £10 charge. Failure to pay fees in advance will mean that the child cannot attend the session or club. Information about fees for meals and lunch is below.

No compensation will be paid or refund given if the nursery has to close due to any reasons beyond the control of the nursery such as power failures, weather conditions, pandemics. The Headteacher may consider mitigating circumstances on an individual basis.

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

**Acceptance Fee (Deposit):** Guildford Nursery School requires a deposit of 2 weeks of your child's monthly fees, once a place has been offered. This is to be paid within 5 working days of the offer or we shall assume that you no longer require a place at the nursery and your child's name may be removed from the waiting list and the place allocated to another child. The deposit will be held by the nursery for the duration of your child's stay and will be refunded upon your child leaving the nursery. Any outstanding payments owing to the nursery will be deducted from the deposit prior to the refund. Deposits are non-refundable should your child not attend Guildford Nursery School or leave within one month from their start date.

**Additional Nursery sessions or Clubs:** Any nursery or club sessions, additional to your child's regular sessions, must be requested in writing on a booking form which can be obtained from Reception. Bookings can also be made via the website [www.guildfordnscs.surrey.sch.uk](http://www.guildfordnscs.surrey.sch.uk), or by emailing [admissions@guildfordnscs.surrey.sch.uk](mailto:admissions@guildfordnscs.surrey.sch.uk). Payment for any sessions booked must be made in advance of the session being taken.

**Administration fee:** An administration fee of £5 will be charged for 'ad hoc' bookings and/or changes to contracted sessions and clubs. This fee may be waived at the Headteacher's discretion.

**Tax-free childcare/Childcare Vouchers:** We accept payments from Tax-free Childcare accounts and vouchers from a variety of providers which may be redeemed against nursery sessions, including lunch costs, breakfast club and after school club. Please contact [finance@guildfordnscs.surrey.sch.uk](mailto:finance@guildfordnscs.surrey.sch.uk) for further information.

**Late Fees:** Late collection of a child will incur an additional charge which will be invoiced 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

**Session Changes:** One calendar months' notice is required by email or in writing, should you wish to permanently reduce the number of sessions your child attends or you wish to withdraw your child from

Guildford Nursery School. If an increase to your child's sessions or a change of days is required, this will be arranged as soon as there is availability. A deposit of 2 weeks fees is payable prior to your child attending, where a deposit has not already been paid.

**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.

**Meals:** For children attending breakfast and/or after school club, meals are currently catered for internally by staff. Lunches are provided by external caterers. Parents and carers will be informed of any changes to catering arrangements. Please see our 'Funding and Fees' sheet which provides information about the cost of Nursery and/or Club sessions that include meals.

**Lunches:** Our lunches are currently provided by an external catering company: Zebedees.

The cost of lunch is determined by Zebedees and is currently charged at £2.60 or £2.85 for special dietary meals (allergies and intolerances). This is subject to change but normally reviewed on an annual basis. The Governors or Head Teacher will endeavour to provide as much notice as possible in the event of any changes.

Payment must be received in full in advance of any lunches. Failure to make payment in advance will mean that your child has to be taken home for lunch.

Lunch will not be charged for in the event of absence, as long as Reception has been notified two days prior to lunches being taken. Please see Reception staff if you have any queries.

**Special dietary needs:** Special dietary needs can be catered for and parents/carers are responsible for completing relevant documentation which can be obtained from Reception or by contacting [admissions@guildfordnsc.surrey.sch.uk](mailto:admissions@guildfordnsc.surrey.sch.uk).

**Holiday Clubs/Forest School:** The Headteacher will review holiday club provision on a termly basis based on demand and staff availability. We endeavour to provide holiday clubs wherever possible. Holiday clubs/Forest School information including fees will be sent to parent/carers and externally advertised, on a termly basis where applicable.

## **METHODS OF PAYMENT**

Upon acceptance of a nursery place, and prior to the anticipated start date, payment of the first full month's fees is required in addition to your refundable deposit. Fees for nursery sessions, clubs and lunches must be paid in full, in advance by:

- Cash at reception or;
- Cheque payable to "Guildford Nursery School" or;
- Online payment (weekly or monthly) to our bank account.

Our Bank details are:

Acc. no: 32259729. Sort Code: 40 22 26. Account name: Guildford Nursery School

- Childcare vouchers (where applicable) or;
- HMRC Tax-Free Childcare

Payments by cheque or online banking must clear our bank account prior to any session or lunch required.

**Outstanding or unpaid fees:** Any outstanding or unpaid fees will be pursued following Surrey County Council guidelines. In the event of any claims being issued against a debtor, the value of the debt plus statutory interest and any associated administrative costs will be the liability of the debtor.