



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 once a year. The Governors or Head Teacher can amend fees whenever necessary, and will try to notify you of any changes as soon as possible. Fees must be paid in full before the required nursery, club or holiday club session. Late payment will incur a £10 charge. If you do not pay fees in advance, your child cannot attend that session or club. You can read about fees for meals below.

Bank holidays and other holidays: You will be charged for any holidays – including bank holidays – that fall within term time.

Acceptance fee (Deposit): Once your child has been offered a place at the nursery, you must pay a deposit of 2 weeks of your child's monthly fees within 5 working days, or we will assume you no longer require a place and it may be allocated to another child. If you have requested payable sessions and/or clubs in addition to your funded hours and have not paid a deposit, your child will only be able to attend their funded hours.

We will hold your deposit for the length of your child's stay at nursery, and refund it when they leave. Any outstanding payments will be deducted from your deposit before it is refunded. If your child leaves the nursery within one month or decides not to join, the deposit is non-refundable.

Additional nursery sessions or clubs: You must request any additional nursery or club sessions through a booking form, which you can pick up from Reception. Alternatively, you can book via our website www.guildfordnsc.surrey.sch.uk, or by emailing admissions@guildfordnsc.surrey.sch.uk.

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.

Childcare vouchers: We accept vouchers from a variety of providers, and you can redeem these against nursery sessions, breakfast club and after-school club. You can also redeem them against any lunches that are included in the session fee. Please contact finance@guildfordnsc.surrey.sch.uk for further information.

Late fees: Collecting your child late incurs an additional charge 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

The Headteacher may consider mitigating circumstances on an individual basis.

No compensation will be paid or refund given if the nursery has to close for any reasons beyond our control, such as power failures, weather conditions or pandemics.

Session changes: You must give us one calendar month's notice in writing (email is fine) if you wish to reduce your child's number of sessions or withdraw your child from Guildford Nursery School. If you wish to increase your child's sessions or change the days, we can arrange this as soon as there is availability.

Non-attendance: Fees are not refunded if your child does not attend nursery, for example in the case of illness or holiday. In the event of long-term absence, the Head Teacher will consider the matter on an individual basis.

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

Meals: Breakfast, lunch and tea are provided either by staff or internal/external caterers. If there are any changes to catering arrangements, we will let you know. Please see our '[Funding and Fees](#)' sheet for more information about the cost of sessions that include meals.

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

The cost of lunch is £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 try to provide as much notice as possible if anything changes.

You must pay for all lunches in advance. If we haven't received payment, your child will need to return home for lunch.

If your child is away on a day they were due to stay for lunch, please notify Reception at least two days before and you will not be charged. Please see Reception staff if you have any questions.

Special dietary needs: We can cater for special dietary needs. Parents/carers are responsible for completing the relevant documentation which is available at Reception or by contacting admissions@guildfordnsc.surrey.sch.uk

Holiday clubs/nature kindergarten: We try to provide holiday clubs wherever possible – the Headteacher reviews this every term based on demand and staff availability. We will send you more details, including fee information, on a termly basis.

METHODS OF PAYMENT

Once you accept your child's nursery place, you must pay the fees for first full month as well as your refundable deposit before starting. You can pay by:

- Cash at Reception
- Cheque payable to "Guildford Nursery School"
- Online payment to our bank account:

Acc. no: 32259729

Sort code: 40 22 26

Account name: Guildford Nursery School

We also accept:

- Childcare vouchers
- HMRC tax-free childcare

Please be aware that all payments must clear our bank account before any session or lunch required.

Outstanding or unpaid fees: Any outstanding or unpaid fees will be pursued following Surrey County Council guidelines. You may be liable to pay statutory interest and any associated administrative costs.