

ABC Family Nursery FEE REGULATIONS & SCHEDULES

ABC Family Nursery is open all year round with the exception of a week at Christmas and on Bank Holidays. Children may attend the nursery on either a Term Time or a 51 Week per annum basis. All children must attend on at least two days per week. Morning sessions are available from 7.00am until 12.30pm. Afternoon sessions are available from 1.00pm until 6.00pm. Lunch is served between 12.30 and 1.00pm. Once a schedule has been chosen it is not possible to reduce that schedule until the start of the following term as defined by the nursery calendar. Children attending babies will transfer to the Early years only at the start of a term, and when space permits in the early years and when it is deemed by the key workers that it is right to do so. Children in the Early years will transfer to the pre-school only at the start of September. Parents will be advised well in advance of any move from any section of the nursery to another.

APPLICATION

In order to register and enrol a child for nursery it is necessary to complete and Application Form and return it to the nursery with a £20.00 Application Fee and a £100.00 refundable Deposit. A Schedule of Attendance and a Health Form should be completed at the same time. This would normally follow a visit to the Nursery and a discussion with either the nursery manager or Deputy Manager. On receipt of an Application Form the Nursery will check availability of places and write to the parent confirming whether or not it is possible to admit the child in question.

LEAVING THE NURSERY

A child may leave the nursery without financial penalty at any time providing one full term's written notice is given. Notice sent by e-mail will not be accepted. The nursery terms are defined in the nursery calendar, which is on display in reception. If the requisite notice is given and there are not outstanding fees or charges, the deposit that has been paid will be refunded in full after the child's last term of attendance. Children transferring from the nursery to reception class will be encouraged to attend for at least 5 sessions per week in the Summer Term prior to the transfer, during which preparation takes place for school attendance. If a child leaves the nursery at any time without having the required notice both the deposit will be forfeited and one term's fees in lieu of notice will be payable in any case. Notice must be in writing and addressed to the Nursery Manager. The notice will be acknowledged by the nursery.

51 WEEK PER ANNUM SCHEDULES

The nursery is open 51 weeks per annum (1st Sept – 31st Aug) from 7.00am until 6.00pm daily. (please see a list of schedules available on the reverse of this form). The nursery is closed for one week at Christmas and on all bank holidays, for which no refunds are given as this is already taken into consideration in the pricing structure. Fees are payable on or before 26th of each month. In addition to these holidays parents may withdraw their children from the nursery for a further 4 weeks in the month of August only. If the

children are withdrawn for longer periods than this, and irrespective of reason, e.g. illness, fees are due in full and the normal terms of payment apply. If you intend your child to take holiday from ABC Family Nursery in the month of August, and your child is on a 51 week schedule, it is necessary for you to complete a the form 'ABC Family Nursery – Holiday Booking Form' and return it to the nursery prior to the end of the preceding spring term. The summer term invoice will then be adjusted accordingly, providing fees for the year have been received in full and on time.

TERM TIME

Exact dates, which vary each year, are detailed on the Nursery calendar, which is displayed in Reception. Children in the Nursery who are on a Term Time schedule do not attend during the holiday periods, including Half Term. However, if space and staffing permit, it may be possible for a child on a Term Time Schedule to attend the Nursery during the Holiday Periods for which a separate fee would be payable. Fees vary from term to term depending on the number of weeks in each term. Fees are payable in full on or before the first day of term for all children attending on a Term Time schedule.

CHANGING A NURSERY SCHEDULE

It is only possible to decrease a schedule at the start of a term. In order to do this a new Nursery Schedule form needs to be completed and returned to the ABC Family Nursery prior to the end of the preceding term. Increasing a schedule is available at any time subject to availability.

ABSENCE FROM THE NURSERY

Parents are strongly recommended to take out Insurance in the event that their child is absent for any reason including illness. ABC Family Nursery is not in a position to reimburse fees during periods of absence irrespective of the cause of absence. Similarly, if the Nursery is unable to open due to adverse weather conditions or other such reasons out of the control of the nursery no refund will be made.

PHOTOS AND MEDIA

When registering your child at ABC Family Nursery, you are giving permission for nursery staff to take photographs and video clips of the child for operational purposes. Separate consent will be requested for media photographs.

TRIPS

When registering your child at ABC Family Nursery you are giving permission for the child to travel on a bus and with prior agreement, for him/her to attend outside activities or outings. If you do not wish your child to take part in these activities please inform the Nursery Manager in writing.