

Financial Terms and Conditions for Holwell Nursery School  
*Applicable from 1<sup>st</sup> September 2019.*

Name of Child.....

There is a registration fee of £50.00, payable at the time of enrolment to reserve your chosen sessions. **This is a non-refundable fee.**

If enrolling **more than four weeks** prior to your child's start date, a deposit of £100.00 will also be required – this will be refunded on the first invoice after your child starts. If you choose not to take up the place, the deposit is non-refundable.

Please enclose payment with this application, cheques should be made payable to Holwell Nursery School, payment can also be processed online to Natwest Bank. Our sort code is 54-41-30 account number 49121383.

Please read the following carefully,

1. I have received and read the regulations of the Nursery and agree to comply with them and any other conditions which may arise in future.
2. I understand that my registration fee is non-refundable.
3. *I understand that should I decide not to take up a place at Holwell Nursery School after paying the £100 deposit, the deposit is non-refundable.*
4. I agree to pay the fees monthly in advance upon receipt of an invoice. Invoices are issued on the 25<sup>th</sup> of the month. Payment is due on the 14<sup>th</sup>.
5. I understand that if fees are not paid by the 20<sup>th</sup> of the month, I will be subject to a late payment charge of £40.00 for the calendar month.
6. *I also understand that if payment remains outstanding by the end of the calendar month, my child will not be eligible to attend sessions booked until invoice payment has been made, and that these sessions will still be chargeable.*
7. Failure to pay the outstanding balance by the end of month 2 will result in your child's nursery space being lost. The overdue amount will sought to be recovered via legal action.
8. Should I wish to withdraw my child from Nursery I understand that six weeks' notice is required or six weeks full fees are payable. This is applicable for All Year Round care.
9. Should I wish to withdraw my child from Nursery upon a Term Time contract, 6 weeks, term time, notice is required.
10. Should I wish to change my child's bookings I understand that six weeks' notice is required or six weeks fees for those sessions are payable.
11. Christmas/New Year Closure. Please note that the nursery is closed for the Christmas and New Year period (dates will be confirmed). There will be no charge for this closure.
12. I understand that for early drop off / late collection of my child (without prior notification to the Manager or Deputy Managers) there will be a charge of £5 per 15 minutes for time outside of their usual session bookings.
13. I understand that once sessions are booked, I am unable to swap them for different sessions. There may be capacity available to book extra sessions, and these will be charged at normal rate in addition to the sessions already booked.
14. I understand that I must book any holiday out of my 2 week entitlement, with 4 weeks' notice. If there has not been sufficient notice given, you will still be charged your usual fees.
15. I understand that four weeks written notice must be given for holiday entitlement to be allocated, by completion of a holiday request form.
16. Any extra holiday exceeding your 2 weeks, will be charged at the normal rate.

17. I understand that I may only swap to a term time only contract either in September commencing a new academic year, or the term in which my child becomes eligible to receive early education funding.

18. I understand that should my child be unable to attend nursery due to illness, their sessions will be charged at the normal rate.

19. I understand that should the setting need to close due to severe weather, children's sessions are still charged for.

20. If I consent to the application of nursery sun cream to my child, I understand a £3.00 charge will be added to my invoice to cover this. The sun cream charge is normally applied to invoices only once a year, however if a period of sustained sunny weather is encountered I understand Holwell Nursery School may apply an additional £3.00 charge to cover the cost of the extra sun cream required.

21. I am aware that there may be additional charges for Christmas Parties & other special events, and that I will be notified of any additional costs.

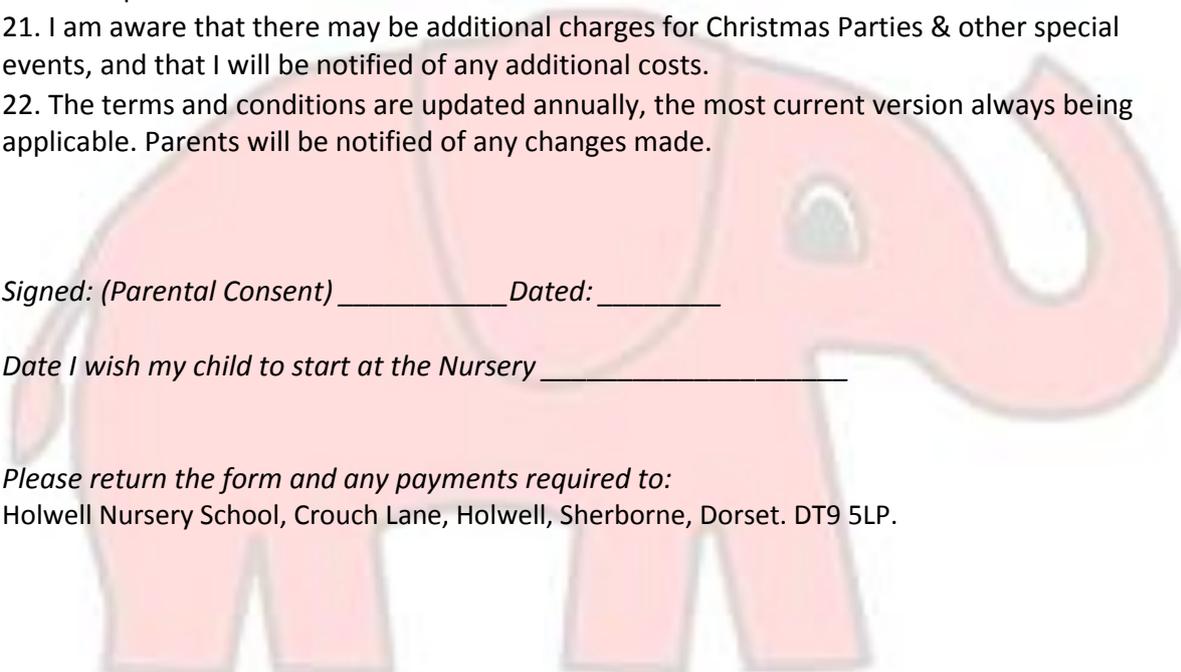
22. The terms and conditions are updated annually, the most current version always being applicable. Parents will be notified of any changes made.

Signed: (Parental Consent) \_\_\_\_\_ Dated: \_\_\_\_\_

Date I wish my child to start at the Nursery \_\_\_\_\_

*Please return the form and any payments required to:*

Holwell Nursery School, Crouch Lane, Holwell, Sherborne, Dorset. DT9 5LP.



HOLWELL NURSERY  
PRE-SCHOOL