



# TERMS AND CONDITIONS FOR HARVEY ROAD SCHOOL AFTERNOON NURSERY CLUB

## ADMISSION CRITERIA

- Attendance will only be possible if your child attends Harvey Road School Nursery.

## PROVISION

- The Afternoon Nursery Club will be led by the class teacher.
- Each session will be charged at £15.00 per child.
- The session will be from 12pm to 3.15pm.
- Lunch will not be provided, therefore your child should bring a packed lunch each day

## PAYMENTS

- Payment for the first half of the Autumn term should be submitted to the school during the first two weeks of September.
- Confirmation of a place will only be given once application forms have been received.
- Payments will be invoiced prior to each half term
- Payment in full should be received by the school by the notified due date.
- Following late payments, a reminder letter will be issued and a £10 late payment fee may be charged. We will hold the right to withdraw your child permanently from the nursery club, if we do not receive your payment on time.
- Should there be personal circumstances that make payments difficult then an appointment should be made with the Headteacher.
- There will be no reimbursement of fees for absence due to illness or other family circumstances.
- Should the school be closed unexpectedly then you will be entitled to a reimbursement and the following half term's invoice will be reduced accordingly.

## TERMINATION

- Notice in writing must be given to the school office at least 14 days (during term time) ahead of proposed termination.
- There will be no reimbursement of fees should a child be required to leave the nursery club prior to the end of the half term.
- The school reserves the right to close the club or withdraw your child.

Every feasible attempt will be made by the school to ensure that families are well informed about all aspects of the Nursery Club provision. Should you have any questions about any of the above points then please speak to the school office.

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## HARVEY ROAD SCHOOL AFTERNOON NURSERY CLUB

I have read and agree to follow the details as set out in the Terms and Conditions for the Afternoon Nursery Club.

I accept that it is my responsibility to inform the Afternoon Nursery Club of any allergies or illnesses that may affect my child's wellbeing.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_(Printed)