## Oak Tree Day Nursery 58 Blairderry Road, Streatham Hill, London SW2 4SB

Fees: Please contact the nursery for a copy of our latest schedule of fees.

## **Terms and Conditions:**

- 1. There is a registration fee of £40.00 payable on acceptance of a place (this is non refundable)
- 2. A deposit equivalent to two weeks fees is payable in addition to a months fee in advance before the agreed start date. The deposit is fully refundable only on receipt of 30 days written notice to terminate your child's place. The deposit will be refunded to parent on the child's last day in the nursery. However, should you cancel your child's place before the agreed start date then this deposit will NOT be refunded. We are not able to postpone the start date of a confirmed place except on medical grounds with medical certificate as proof. Fees will become due from the confirmed start date.
- 3. Full day attendance is 8am to 6.00pm
- 4. Morning half day attendance is 8am to 1:00pm
- 5. Afternoon half day attendance is 1.00pm to 6pm
- 6. Parents will be charged a late fee if they do not collect their child on time. The charge will be £1 per minute.
- 7. Fees include: For all children, Music and French lessons. For full-day children, breakfast, lunch, tea, snacks and drinks. For part-time children attending morning session, breakfast, lunch, snacks and drinks. For part-time children attending afternoon session, tea, snacks and drinks. Parents of babies are required to supply disposable nappies, wipes and formula milk. Visits and trips are extra.
- 8. Fees are payable during nursery closure, staff training days, public holidays and when your child is absent.
- 9. Fees are payable <u>weekly or monthly in advance</u> on the first day of each week / month preferably by direct bank transfer, standing order, cheques or nursery vouchers.
- 10. We participate in the Nursery Education Fund (NEF) scheme, which entitles eligible three and four year old children to 570 hours of free nursery attendance which may be taken as 15 hours over 38 weeks of the year or spread all year round (52 weeks). Eligible 3 and 4 year olds attending over 15 hours per week will be entitled to a reduction in their weekly or monthly fees taking the entitlement into account as shown on the fee schedule. Your child would normally be entitled to the grant in the term following their third birthday.
- 11. Fee changes due to birthday will be implemented in the month following the month in which the birthday occurred.
- 12. Fees not paid on the due date will attract a levy of £10 per week for every week overdue. Deposit will be forfeited and child's place terminated after 14 days of non-payment of fees.
- 13. For unpaid cheques and unpaid standing order, there will be an administrative charge of £15 payable by the parent.
- 14. Parents are required to give at least 30 days written notice if they wish to terminate their child's place or reduce their child's sessions. Fees must be paid in full for the notice period.