

Primrose Hill Primary School

Princess Road, Regent's Park, London NW1 8JL

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Primrose Hill Primary School Nursery Terms & Conditions (Tadpoles & Froglets)

Terms and conditions of the contract:

- On the acceptance of the offer for the place at Primrose Hill Nursery, we will claim for funding; therefore, you must give **six weeks' notice** if you are planning to move your child/ren to another provision.
- Once you have accepted the place with us but you change your mind and decide to move your child/ren to another provision, you must tell them that you have to give us **six weeks' notice**.
- You must notify us in writing if you are moving your child/ren into another provision.
- Part-time to full-time spaces (and vice versa) are subject to availability and you must apply in writing.
- We allocate morning or afternoon part-time spaces subject to availability.

Fees and Payments

If you are paying for your child's place:

- Fees are payable on or before the 1st day of each month via your child's SchoolMoney account.
- If fees are not paid within the week from the 1st day of each month, an administration fee of £12.50 will be added to your account as a late fee.
- You will pay monthly (3x£390) or a term in advance for each term (£1170).
- No refund applies for any days missed, including sickness absences or holiday during term time.
- You **MUST** pay for the rest of the term, even if you take your child/ren out of Nursery.
- **If your child attends another provision, please make sure that you hand the notice before accepting a place in our provision.**

Head Teacher: *Phil Allman*