

# Primrose Hill Primary School

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[www.primrosehill.camden.sch.uk](http://www.primrosehill.camden.sch.uk)



## 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 by the 8<sup>th</sup> day of each month, **an administration fee of £12.50** will be added to your account as a late fee. If fees are not paid by the 15<sup>th</sup> of the month, **an additional £12.50** will be added (bringing the late payment fee total up to £25.00) and so on for the weeks after, up to a maximum of £100.00
- If your fees are more than 1 month in arrears, your child's nursery fee place may be withdrawn.
- Termly Fees must be paid monthly (3 x £400) or a term **in advance** (£1,200), before the beginning of the term.
- No refunds are given for any days' your child misses when the nursery is open. This includes sickness absences or holiday you choose to take during term time.
- You **MUST** pay for the whole term, even if you take your child out of Nursery.
- **If your child attends another provision, please make sure that you notify them in line with their Terms and Conditions before accepting a place in our provision.**

Agreed to all T&C

Full Name \_\_\_\_\_ Child's name & DOB \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_