

FEES, REGULATIONS, CHARGES & REGISTRATION

(Applicable to all children attending Claremont from September 2018 until further notice)

Claremont Nursery School is open all year round with the exception of five days at Christmas, five days at Easter and on Bank Holidays. Children may attend the Nursery School on either a Term Time or a 50 Week per annum basis. Lunch is served between 11.45am and 1.00pm (if a child attends a morning session and does not require lunch no refund will be given). Once a schedule has been chosen it is not possible to change that schedule until the start of the following term as defined by the Claremont School Calendar. Children may transfer from one department of the Nursery School to another when space permits and when it is deemed by the teachers that it is right to do so. Parents will be advised in advance of any move from one section of the Nursery to another.

APPLICATION — In order to register and enroll a child for the Nursery School it is necessary to complete an Application Form and return it to the school with a £100 Application Fee and a £100 refundable Deposit. A Schedule of Attendance and Health Form must be completed at the same time. This would normally follow a visit to the Nursery School and a discussion with either the Head of Nursery School or the Nursery School Manager. On receipt of an Application Form the school will check availability of places and write to the parent confirming whether or not it is possible to admit the child in question.

LEAVING THE NURSERY SCHOOL— A child may leave the Nursery School without financial penalty at any time providing **HALF A TERM'S** written notice is given. Notice must be given on, or before, the last day of term when it is intended that a child leaves. The school terms are defined in the Claremont School Calendar, which is published termly. If the requisite notice is given and there are no outstanding fees or charges, the Deposit that has been paid will be refunded in full after the child's last term of attendance in the Nursery. It is possible for a child to automatically transfer to the Preparatory School at the appropriate time by ticking the relevant box on the Registration Form. The deposit will then be transferred to the Preparatory School and retained until the child leaves the school (see Preparatory School Fee Regulations). If a place has been reserved for a child in the Prep School they will be expected to transfer from the Nursery School at the normal time. If they fail to do this and half a term's written notice has not been given the deposit will be forfeited and additionally half a term's fees in lieu of notice will be payable. Similarly, if a child leaves the Nursery School at any time without having given the required notice both the deposit will be forfeited and half a term's fees in lieu of notice will be payable in any case. Notice must be in writing and addressed to the School Principal. The notice will be acknowledged by the school in writing.

50 WEEK PER ANNUM SCHEDULES —The Nursery School is open 50 weeks per annum (1st Sept - 31st Aug) from 8.00am until 6.00pm daily. (Please see a list of schedules available on the reverse of this form). It is closed for five days at Christmas, five days at Easter and on all Bank Holidays, for which no refunds are given as this is already taken into consideration in the pricing structure. In addition to these holidays parents may withdraw their children from the Nursery School for a further four weeks in the month of August only. If children are withdrawn for longer periods than this, and irrespective of reason - e.g. illness, fees are due in full and the normal terms of payment apply. If you intend your child to take holiday from Claremont Nursery School in the month of August, and your child is on a 50 Week schedule, it is necessary for you to complete the form 'Claremont Nursery School - Holiday Booking Form' and return it to the school prior to the end of the preceding Spring Term. The Summer Term invoice will then be adjusted accordingly, providing fees for the year have been received in full and on time. Fees are payable monthly in advance as invoiced. The School will charge interest at a rate of 5% per month on overdue accounts.

TERM TIME—Term Time schedules are available throughout the Nursery School. Exact term dates, which vary each year, are detailed on the Claremont School calendar, a copy of which is available from the Nursery School, the Main School Office and our website. Children in the Nursery School on a Term Time schedule do not attend during Prep School holiday periods, including Half Term. However, if space and staffing permit, it may be possible for a child on a Term Time schedule to attend the Nursery School during school holiday periods for which a separate fee would be payable. Fees vary from term to term depending on the number of weeks in each term. Fees are payable in full on or before the first day of term for all children attending on a Term Time schedule. The School will charge interest at a rate of 5% per month on overdue accounts.

FREE EARLY YEARS EDUCATION PROVISION FOR 3 AND 4 YEAR OLDS — Subject to availability children entitled to ESCC funding may attend the Nursery School from 3pm to 6pm daily - term time only - with payment for these hours only being made directly by ESCC and with no charge to the parents. All children do however need to be enrolled in the normal manner (see above). All other schedules will be charged to parents directly at the published rates.

CHANGING A NURSERY SCHOOL SCHEDULE— It is only possible to change a schedule at the start of a term. In order to do this a new Nursery Schedule form needs to be completed and returned to the Nursery School prior to the end of the preceding term.

ABSENCE FROM NURSERY SCHOOL— Parents are strongly recommended to take out insurance in the event that their child is absent for any reason including illness. The school is not in a position to reimburse fees during periods of absence irrespective of the cause of absence. Similarly, if the school is unable to open due to adverse weather conditions or other such reasons out of the control of the school no refund will be made.