**Lilycroft Nursery School *for children from birth to five***

**Terms and Conditions**

**Opening Times**

7.45 – 17.45 Monday to Friday 50 weeks a year

**Prices**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session** | **Time** | **Price 0-2** | **Price 2-5** |
| Morning (Breakfast and Lunch Included) | 7.45 - 12.30 | £24 | £22 |
| Afternoon (Light Meal Included) | 12.30 - 17.45 | £24 | £22 |
| Full Day (Breakfast, Lunch and Tea Included) | 7.45 - 17.45 | £37 | £35 |
| Breakfast | 7.45 - 8.30/8.45 | N/A | £5 |
| Lunch | 11.30/45 - 12.30 | N/A | £5 |
| Tea | 15.30 - 17.45 | N/A | £10 |
| Wed morning or afternoon  (add on for children who attend 2.5 days) | 8.30/45 – 12.30  11.30/45 – 3.30 | N/A | £15  lunch extra £1.40 |

Fees are payable in advance. Invoices will be issued monthly on the 1st of every month. These should be paid in full within 14 days from the day the invoice has been sent.

Fees are calculated on an annual amount that is divided equally into TTO/AYR monthly payments.

**We require one month’s written notice if your child is leaving or requires a change in session**. We will give one month’s notice to any changes to terms and conditions including fees.

If you are paying by cheque, please make the cheque(s) payable to Lilycroft Nursery School

**Extra Sessions**

Additional sessions can only be given if space is available.

**Holidays/Staff Training**

* **Term Time only Children** do not attend Nursery during the school holidays or training days (you may ask for a calendar at reception).
* **All Year Round Children** do not attend during bank holidays, training days or for the period over Christmas, i.e. until the 2nd January or first-working day there-after. The 15 hours of free childcare is for 38 weeks of the year only and this amount will be deducted from your total annual charge.

**Outstanding Fees**

All Fees must be paid on time. Any outstanding debts may be referred to a debt collection agency and your nursery provision will be withdrawn.

**Absences / Sickness**

Please inform the Nursery if your child is going to be absent. Money cannot be refunded for sickness or any absences.

Money will only be refunded if our services are not available due to extreme circumstances (i.e. snow days).

**I hereby agree to the above terms and conditions:**

Child’s Name: …………………………………………………………..

Parent/Carer Signature: …………………………………………..

Parent/Carer Printed: ……………………………………………….

Date: …………………………………………