

Church Hill

Nursery School and Children's Centre

...working together for All our children



Terms and conditions: Church Hill Nursery School Extended Care

The aim of all the Church Hill Nursery School Extended Care provisions are to provide affordable, safe, stimulating care for children between the ages of 3 to 8 years.

All the facilities are registered with OFSTED, abide by the Children Act and works in accordance with the procedures and practices of the London Borough of Waltham Forest.

Priority will be given to children attending Church Hill Nursery School.

This policy covers the period 1st January 2008 - 31st December 2008. This fee policy was reviewed and approved by the governing body of Church Hill Nursery School.

Fees:

Extended daycare fees are payable monthly in advance and on or around the first day of each month. Fees will be collected by cash, cheque or direct debit - any alternative methods of payment will need to be discussed with our bursar.

Any Bank Holidays/holiday/sickness or occasional days off will incur fees -no remission of fees will be made for any of the mentioned instances.

Any parent or carer found to be in arrears will in the first instance receive a letter giving you 3 days to settle the account from the date of the letter. If the parent/carer fails to make payment within the following week, the Bursar will invite the parent/carer in for a formal meeting where the settlement of arrears will be discussed.

If full payment has not been received by the end of the third week of the month, your child will forfeit their placement on the extended daycare provision.



Church Hill Nursery School and Children's Centre
Woodbury Road, Walthamstow, London, E17 9SB
www.churchhillchildren.org

Tel: 020 8520 4919 Email: info@churchhillchildren.org.uk





Terms and conditions continued...

Fees are subject to increase from time to time (normally once a year). Apart from the exceptional cases notice of any change will not be announced later than one month prior to the first day of the month for which they are payable.

Late Collection:

The nursery closes at 6.00pm and staff are considered to be off duty 5 minutes beforehand to secure and exit the building by closing time.

Charges for late collection are as follows, these charges will be incurred if you are late in picking up your child. Charges will be made to your monthly bill.

6.00pm to 6.15 pm £5.00
6.15pm to 6.30pm £10.00
After 6.30pm £15.00

In the event of a parent not collecting a child at the end of the session every effort will be made to contact the parent or carer. If it is not possible to do so and the child is left uncollected for half an hour, the staff still unable to contact the child's legal guardian, then the Club Leader will contact Social Services for advice.

Special Needs:

Church Hill Nursery School aims to provide a stimulating environment for all children attending the club. We aim to provide a variety of equipment and activities that will not cause discrimination to any child with or without special needs.

We aim to promote an inclusive, equal opportunity supportive environment for all children including those with special needs.

Complaints procedure:

If for any reason you are not happy with the service we provide, please telephone Sandra Campbell on 0208 520 4919. An appointment will be made for you to discuss the matter further.

A complete copy of our policies and procedures are available upon request.



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