



11.30 TERMS AND CONDITIONS

PAYMENT OF NURSERY FEES/REFUNDS POLICY

Parents are jointly and severally liable to pay the fees by the payment date stated on the invoice. An agreement with a third party (such as an employer, grandparent or step-parent without parental responsibility) to pay the fees or any other sum due to the Nursery, does not release the Parents from liability, if the third party defaults and does not affect the operation of any of these Terms & Conditions unless an express release has been given in writing by the School. The Nursery reserves the right to refuse payments from a third party. Accounts will be sent to Parents for forwarding to any third party who has responsibility for payment and refunds (if any) will be paid to Parents unless the Nursery is notified otherwise in writing. Nursery Fees are payable termly in advance by the date stated on the invoice – this will vary from term to term and are calculated by the exact number of weeks in each school term. Payment may be made by BACS or cheque. For parents wishing to pay by 3 equal monthly instalments, please contact the Manager by email. Payment should be made to Notting Hill Nursery School and either delivered or posted to 26A Artesian Road W2 5DN. Payment must be made on time. In the event that an account is outstanding, we reserve the right to take action to recover the debt. Any costs incurred in collecting the debt will be added to the debt, plus VAT at the prevailing rate, if applicable. Notting Hill Nursery School also reserves the right to charge interest at the relevant reference rate provided for under the Late Payment of Commercial Debts (Interest) Act 1998, which interest is payable both after and before any judgment of the court and continues to accrue.

TERMS AND CONDITIONS NOTICE OF WITHDRAWAL

Please remember a full term's written notice is required for the withdrawal of a child from the Nursery, or a full term's school fees is payable in lieu of notice as a debt. If you wish to cancel a confirmed Nursery School place, prior to your child joining, we also require a term's written notice, or a full term's school fees is payable in lieu of notice as a debt. A term's notice means notice given no later than the first day of a term and expiring at the end of term, the dates of which are published on our website. Notices must be emailed (headteacher@nottinghillnurseryschool.co.uk) or sent by recorded or guaranteed delivery post to the Nursery's address: 26A Artesian Road W2 5DN. Notting Hill Nursery School will acknowledge receipt within 5 working days. Where a child has registered to join the school less than a term in advance, parents will be given 5 working days cooling off period, after this date they will be liable to pay the school fees should they withdraw their application to join the school. A term's notice is also required should a parent wish to reduce their child's current sessions. Please remember Parents may not swap their sessions or exchange them if their child is unable to attend due to sickness or holiday. The provisions regarding changes and notice of withdrawal are provided in good faith and promote forward planning of staff and resources. They also protect Parents from increases in fees and liabilities caused by the default of others.



INCREASE IN FEES

Notting Hill Nursery School reserves the right to increase the school fees from time to time, usually annually. We will provide one full term's notice of an increase.

REFUNDS & CANCELLATION CHARGES

No refund of fees or waiver of liability to pay fees will be made for any period during which your child is absent due to sickness or holidays or if the Nursery is closed for any event beyond our reasonable control, including, but not limited to, lack of essential services or weather conditions. It is Notting Hill Nursery School policy to charge for the days when a child is booked into the Nursery School regardless of whether the Nursery is closed due to Sports Day or School Plays. Refunds are only made when an administrative error has been made.