



BARN EDUCATION ASSOCIATION LTD

Atwood Avenue, Kew Gardens, Richmond, Surrey TW9 4HF
Telephone: 020 8876 6910 Email: manager@barnnursery.co.uk
Charity No. 281251

TERMS AND CONDITIONS

1. The Barn Nursery is a member of the London Borough of Richmond Directory of Providers of Nursery Education.

Early Years universal funding (EEF) is given to all children from the term after the child's third birthday. In addition there will be a supplementary fee which parents will be asked to pay. Parents of funded children will be asked to pay the net fee at the start of the term.

2. The Barn Nursery is able to offer two free places to children at any one time subject to meeting the required criteria of eligibility. Please contact the Manager for more information.
3. Fees per term for the academic year 2017/18 are as follows:

5 mornings	£1,560
4 mornings	£1,248
3 mornings	£936
(Per session	£26.00)

Fees are reviewed with effect from the Autumn Term each year.

4. Places at The Barn Nursery are allocated in order of date of registration.
5. On acceptance of a place offered at The Barn Nursery, the deposit of £100 will be required to secure the child's place. This deposit is non-refundable if the place is not taken. The £100 will be deducted from the final invoice, unless proper notice has not been given.
6. Once a place has been accepted the parent will become liable to pay the first six weeks of fees unless he/she notifies The Barn Nursery in writing, not later than six weeks (term time) before the proposed date of entry, that he/she has withdrawn the application.
7. A place for your child is offered for the start date stated in your offer letter. However we understand that sometimes your child may not be able to start nursery and you may wish to defer his or her entry by one term. This will need to be discussed with the Manager and a decision to defer accepted. A deferred entrance will only be granted once (one term). Should you wish to defer again and keep your place open, you will need to pay the appropriate term's fees or if this is not possible, give up the place and re-apply as advised by Manager at that time.
8. The fees for each term are to be paid on or before the 'Due by Date' which is clearly stated on the invoice. This will, in all cases, be within five days of receiving the invoice on the first day of term.
9. A term's notice in writing must be given, or the first six weeks of fees paid in lieu of notice at the start of the term. Each child is expected to stay a minimum of two terms.
10. Children in the younger group (the Blue Group) are required to attend a minimum of three sessions per week. However, we are happy to offer more days if required, depending on availability. Every effort will be made to offer children the days of the week requested, but this cannot be guaranteed. In line with other local pre-school settings, children in the older group (the Red Group) are required to pay for five sessions per week irrespective of how many days they actually attend.
11. The nursery is open from 9.10am to 12.20pm, Monday to Friday, 36 weeks per year. Parents are expected to deliver and collect their children promptly in order to ensure the smooth running of The Barn Nursery.
Absence must be notified to The Barn Nursery by telephone or email between 9.00am and 9.30am.
12. The child must wear clothes that are comfortable, enable him/her to go to the lavatory by him/herself, and are appropriate for The Barn Nursery's activities. Dungarees, belts and open-toed sandals are not appropriate.

13. All policies and documents associated with the nursery are available for all parents and carers to see. These include Complaints, Confidentiality, Safeguarding and Child Protection, Late Collection of Child and Lost or Missing Child.