



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

THE BARN NURSERY AND PRESCHOOL
TERMS AND CONDITIONS

1. The Barn Nursery is a member of the London Borough of Richmond Directory of Providers of Nursery Education.
2. Fees per term for the academic year 2019/20 are as follows:

5 mornings	£1,680
4 mornings	£1,344
3 mornings	£1008
(Per session	£28.00)

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

Early Years universal funding (EEF) is given to all children in the term after the child's third birthday. Invoices will show your balance to pay, once this funding is deducted.
3. 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.
4. 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.
5. Places at The Barn Nursery are allocated in order of date of registration.
6. 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 been given.
7. 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The Barn Nursery in writing, not later than six weeks (term time) before the proposed date of entry, that he/she has withdrawn the application.
8. 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.
9. Children in the younger group (the Blue Group) are required to attend a minimum of three sessions per week, in their first term. 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.
10. Children in the older group (the Red Group) are required to pay and attend for five sessions per week, in line with other local pre-school settings.
11. Once your child has started at The Barn, 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.
12. The nursery is open from 9.10am to 12.20pm, Monday to Friday, across 3 terms, 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 0208 876 6910 or email, manager@barnnursery.co.uk between 8.30am and 9.10am.
13. All The Barn's policies are available for all parents and carers to see on our website or can be requested.