



Be the best you can be!

BUSH HILL PARK PRIMARY SCHOOL NURSERY PRIVATE FUNDING PROVISION

TERMS AND CONDITIONS

1. Access to Bush Hill Park Primary School's private funding provision for nursery is only accepted when a Booking Form and Agreement is completed, with the box checked that users have read, understood and agree to our service's Terms & Conditions, with fee payments for the provision option, paid and received in advance. (Payment is due five working days in advance of your child's agreed start date).
2. Our service works within the "Early Years Foundation stage" (EYFS) Framework.
3. All sessions MUST be paid no less than five working days in advance of the required start date. A charge of £5.00 per day while fees remain outstanding will be added for late payments. This must be paid to guarantee your child's place again. (Payment is still required for any cancellations of booked sessions regardless of length of notification given or changes of sessions).
4. Full payment is required for all cancellations of previously booked sessions, made on the booking form or any other means of booking provided.
5. Places are only guaranteed when all required paperwork and fees are received in full by Bush Hill Park Primary School. (As stated above in No. 1)
6. Four weeks' notice in writing, (stating your child's last date with us) is required to terminate your child's place or the fee charge will continue. All outstanding charges up to the end of the notice period from the day that the school receives the letter in person must be paid.
7. Payments should be made using ParentPay. Cheque payments are NOT acceptable.
8. You are required to inform the School Office as early as possible if you are going to be late collecting your child. This is to ensure that sufficient cover can be arranged.
9. We reserve the right to charge a late fee of £5.00 for a late collection after your child's agreed collection time. You will incur a further fee of £5.00 every fifteen minutes thereafter and this payment will be added to the total cost of the service provided. (Nursery starts at 8.30am; the last collection for AM + Lunch is 12.30pm, the last collection for PM + Lunch is 3.30pm, the last collection for 30 hours only is 2.30pm, the last collection for Full Day PLUS is 3.30pm, and the last collection for Lunch ADDED (depending on whether my child has an AM only or PM only place) is 12.30pm and 3.30pm respectively).
10. Bush Hill Park Primary School accepts 'Tax-free Credits'.
11. There are no refunds - all fees are still due if the school unexpectedly closes. This also applies to unforeseen situations such as illness, holidays, forced closure, adverse weather conditions, or all other circumstances beyond the school's control.
12. Parents / Carers have a responsibility to keep the school informed of any changes relating to the child's/children's welfare, such as change of address, contact information, health, etc
13. If a person unknown to staff is collecting your child/children, prior arrangements must be made and confirmed by you, by telling nursery staff directly or by contacting the School Office in advance and at least an hour before your child's collection time. Children will not be released over to unauthorised individuals.
14. No one aged 16 years or under will be allowed to collect your child, even if they are siblings or relations.

Main Avenue Bush Hill Park Enfield EN1 1DS Tel: 020 8366 0521 Twitter: @Bushhillschool Email: office@bushhillpark.enfield.sch.uk
Headteacher: Mrs Anna Theodosiou Deputy Headteacher: Mrs Anastasia Neocleous



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15. If your child becomes unwell during the day, the school reserves the right to contact you to ask that you collect your child or send an emergency contact to collect your child on your behalf.
16. Bush Hill Park Primary School reserves the right to amend prices periodically to maintain and keep a high level of service.
17. Bush Hill Park Primary School reserves the right to terminate places if parents do not abide by these Terms & Conditions or school policies and procedures, for example our 'Visitor Policy'.
18. Notice will be given in advance for clauses 16 and 17.
19. Bush Hill Park Primary School will not tolerate any form of abuse towards pupils, staff, other parents and carers, contractors, visitors or governors or any partner organisations. Unacceptable behaviour will result with your child's place being withdrawn with no refund given.
20. Signing these Terms and Conditions acts as your binding contract on the above terms between yourself and the school from the date given below.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

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