

Nurseries

- ☞ A £20 non-returnable administration fee is required when registering a child for a paid place. When you know the start date and sessions you want to reserve, a deposit equal to four weeks fees at the current rate is required to guarantee availability. This deposit is non-returnable if you subsequently fail to take up the place as agreed; otherwise it is deducted from the last month's fees.
- ☞ Sessions booked must be paid for. Additional sessions may be booked with the nursery manager, but please give as much notice as possible to avoid disappointment.
- ☞ Children must be collected promptly at the agreed time or a charge of £20.00 per child will be incurred per quarter hour or part thereof.
- ☞ One month's notice in writing is required before reduction of sessions or withdrawal from nursery. If this is not given, fees will be charged in lieu of notice.
- ☞ All fees are payable monthly in advance and it is regrettable that there can be no refunds or reductions for absence.
- ☞ Beechwood retain the right to withdraw or refuse admission to any child who is disruptive, aggressive or suffering from any illness that could endanger the other children.
- ☞ Parents of children who are unwell must contact nursery to determine any exclusion period for the illness suffered.
- ☞ Children will not be released from nursery unless staff know or recognise the person collecting them. Written notification must be given in advance, if someone other than a parent is to collect a child and a password system is in place.
- ☞ Parents whose children are attending nursery accessing Early Education Funding and signed to say they will pay consumable charges, are entering into a private contract with the company. Any non-payments will be subject to our debt management procedures.

Terms and conditions

Before and after school clubs & Holiday club

- ∞ Full time places (i.e. five mornings and long afternoons) will be charged at a discounted weekly rate.
- ∞ All fees are payable in advance and it is regrettable that there can be no refunds or reductions for absence.
- ∞ Children must be collected promptly at the agreed time or a charge of £20.00 per child will be incurred per quarter hour or part thereof.
- ∞ Four weeks' notice in writing is required before withdrawal from the club or four weeks' fees are payable in lieu of notice.
- ∞ Children will be accepted on an ad hoc basis subject to places being available, for which an extra charge of £1.00 per session will be made. This does not apply to children who are booked for other sessions during the week and are attending the club for additional sessions.
- ∞ Drinks and snacks are provided after school and those children wishing to bring a packed tea can be accommodated.
- ∞ Beechwood retain the right to withdraw or refuse admission to the club any child who is disruptive, aggressive or suffering from any illness that could endanger the other children.
- ∞ If your child is not attending after school club when booked, we would appreciate if you could notify staff in advance, as this saves time searching for children who do not arrive as expected.
Children will not be released unless staff know or recognise the person collecting them. Notification must be given in advance, if someone other than a parent is to collect a child and a password system is in place.