



Fees for the year 1 September 2011 - 31 August 2012

ATTENDANCE

3 months – 3 years	£55 per day	£35 mornings only £30 afternoons only
Pre-school	£48 per day	
Exceptional days	£60 per day	

Terms and Conditions

Old Palace Nursery is the Nursery and Pre-school section at Old Palace of John Whitgift School for girls (and boys, aged 3 months to 4 years until the end of the Pre-school year on 31 August).

Old Palace Nursery will be open 51 weeks of the year. It will be closed at weekends, on Bank Holidays and for one staff training day per year (Thursday 1 September 2011). It will be closed on 24 December and will re-open on the first working weekday after New Year's Day.

Old Palace Nursery opening hours are 7.30am to 6.00pm Monday to Friday. Morning sessions are from 7.30am to 1.00pm and include lunch. Afternoon sessions commence after lunch from 1.00pm to 6.00pm.

On application of a place in Old Palace Nursery, a non-refundable registration fee of £50 is immediately payable. On acceptance of a place, a deposit equivalent to £250 is immediately payable and the deposit will be retained and refunded when the child leaves Old Palace Nursery. If the child does not attend Old Palace Nursery once the place has been accepted, the deposit is non-refundable. No admission will be permitted until all registration paperwork has been completed and the registration fee and deposit have been paid.

Fees are payable calendar monthly in advance by not later than the first working day of each month. Full fees are required if a child is absent either because of illness or due to holidays being taken.

One full calendar month's notice in writing is required for withdrawing a child. When any variance to the child's attendance arrangement is required, this must be discussed with the Day Care Manager and the request considered subject to availability. One full month's notice in writing will be required to notify us of any change in hours needed. Old Palace Nursery reserves the right to give one month's notice in writing when Old Palace Nursery wishes to terminate the arrangement.

Old Palace Nursery is registered for Early Years funding. When Early Years funding is received, it will be credited against the fees due. Our OFSTED registration number is EY376554. The Whitgift Foundation is registered to accept certain Child Care Vouchers.

Late collection of a child will incur an additional minimum fee of £25. Late collection will not be acceptable on a regular basis and parents may be given notice to leave Old Palace Nursery if necessary.

Breakfast, hot lunch and tea are included in the fees, as appropriate. Parents will need to provide food and bottles until baby can eat the food provided for children in Old Palace Nursery.

A child enters the Pre-school year in the September after his/her third birthday (i.e. date of birth is between 1 September 2007 and 31 August 2008). There is a basic uniform in the Pre-school for which there is a charge.

Please note that there is an additional term-time only pre-school option for girls only within our Junior offering with a separate admissions process to Old Palace Nursery.