



## BACKGROUND INFORMATION

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### History

Kitty Mason founded Holland Park Day Nursery in 1990, at 9 Holland Road and Holland Park Pre-Prep School at 5 Holland Road in 1992, to provide individual, high quality childcare, as well as an education. The school is registered with Ofsted as an independent school and Early Years provider.

The nursery provides for children aged from 3 months to 5 years. The school has fully qualified childcare practitioners who are experienced and inspirational. Standard day care runs from 8:30am to 6:30pm, or you can choose a school day from 9am – 3pm. However, we also provide extended care from 7am for parents requiring a longer day. We also run a Holiday Club during school holidays.

### Location

The school is situated just off Kensington High Street, behind the Olympia Hilton, in an 1850s house with windows overlooking the garden. There are light and airy classrooms. The outdoor playing area has a big tree-house, sandpit and safety-surface covering on the ground.

### Aims and curriculum

The school provides a friendly, happy, family atmosphere, where children develop self-confidence and independence. There are 3 classes and we provide each child with a stimulating environment, which is caring and encourages curiosity. The curriculum follows the Early Years Foundation Stage framework. Children are taught by their class teachers and each child has a designated key person. Ballet, French and Music are taught by specialist teachers. Children have free play outside at least twice a day.

Children are prepared for entry to their future schools, which include Bassett House, Bute House, Falcons, Glendower, The Hall, Hill House, St James, Kensington Prep, St. Mary Abbots, Norland Place, Ravenscourt Park, Thomas's, Queensgate, Wetherby and Southbank International.

We have a school minibus and driver, which we use for our regular trips and outings, to consolidate the topics being studied. This is in addition to our sports sessions, which take place in the local sports centre, parks and gardens.

### Parent partnership

We have an active partnership with our parents. There are individual parent/teacher/key person meetings, three times a year, to discuss the children's progress. There are also detailed written reports sent out each year. We host an annual Christmas drinks party and summer party for all parents and their children.

### Food

We hold the Gold Healthy Eating Award from the Department of Health. Special diets are catered for, as all food is freshly prepared daily on the premises. All staff hold at least a Level 2 Food Hygiene certificate and the Head Cook has the Advanced Food Hygiene certificate. Staff and children eat together, providing an opportunity to practise good manners.



## Appointments

We encourage you to come and see us before making such an important decision about your child's education, development and welfare. Please telephone 020 7602 9066 to make an appointment.

## Admissions

Children are admitted on a first-come first-served basis, and children of all abilities, religious persuasions and ethnic groups are equally welcome. We are a non-selective school, co-educational, with specialist expertise in supporting gifted children as well as those with additional needs. Children can enter the school at any time if space is available. When you accept an offer of a place, a deposit of £2,000 secures the place; this, however, is not refundable if you subsequently do not take up the place.

## Quality Assurance

The school has Quality Assurance (Effective Early Learning accreditation) an RBKC initiative, Investors in People along with being a Chartered Institute of Environmental Health registered training centre and has 5 Stars for Scores on Doors (annual Environmental Health inspection). The school holds the Gold Healthy Eating Award from the Department of Health and the gold award for promoting sustainable travel to and from school in the TFL accreditation scheme STARS.



## 2018-19 FEES

### CHILDREN UP TO 2 YEARS OLD

All children will follow a day care all year round pattern up until and including the quarter that their 2nd birthday falls in. They will then automatically transfer to term time attendance sessions and fees in the following term will reflect this. We are open from 7.00am until 6.30pm and fees are adjusted according to the number of hours requested.

### DAY CARE

Fees are invoiced quarterly in advance (13 weeks per quarter)

Age	Attendance		Daily Rate	For 5 sessions per week
0 - 2 years	8.30am to 6.30pm		£114	£6,900 per quarter
	9.00am to 3.00pm		£96	£5,900 per quarter
	AM	9.00am to 12.00pm	£62 per half day	£3,700 per quarter
	PM	3.00pm to 6.00pm	£62 per half day	£3,700 per quarter
		Extra hours: £20 per hour		

Invoices are raised quarterly and a **THREE MONTH** notice period **IN WRITING** is required for any child leaving. Fees are payable during the notice period.

### FEES FOR TERM TIME ATTENDANCE (2 to 5 years)

**Termly Attendance:** Children aged 2 to 5 years follow a school term attendance pattern. For children attending 5 days per week, fees are the same for each term, irrespective of the actual length of the term. Extended days are possible (between 7.00am and 6.30pm) but prior booking is essential to ensure correct staffing – see Extra Charges). A Holiday Club is available outside term dates. Fees are invoiced termly in advance.

A notice period of a **FULL TERM** is required **IN WRITING** for any child leaving whilst on this fee structure. Fees are payable during the notice period.

Age	Attendance	Daily Rate	For 5 sessions per week	
			Per term	Per year
2 years (see Notes)	8.30am to 6.30pm	£102	£6,040	£18,120
	9.00am to 3.00pm	£96	£5,300	£15,900
	9.00am to midday	£62	£3,450	£10,350
	Extra hours: £16 per hour			

In the term following a child's 3<sup>rd</sup> birthday, all children are eligible to receive 15 hours of free childcare paid for by the Royal Borough of Kensington and Chelsea (RBKC), provided that parents have completed the RBKC Parental Declaration Form in advance of taking the place. Parents who meet certain qualifying criteria are entitled to an additional 15 hours, giving a total of 30 hours of free childcare paid for by the Royal Borough. Please ask the Bursar for further details.

For families requiring only the 15 hours of free childcare, these are normally offered by HPPS between 13:00 and 18:00 daily and £5.95 per hour is given to HPPS by RBKC.



Age	Attendance	Daily Rate	For 5 sessions per week	
			Per term	Per year
3 to 4 years (see Notes)	8.30am to 6.30pm	£84 from parents + £17.85 from RBKC	£4,919 from parents + £1,121 from RBKC	£14,747 from parents + £3,363 from RBKC
	8.30am to 3.00pm	£78 from parents + £17.85 from RBKC	£4,179 from parents + £1,121 from RBKC	£12,537 from parents + £3,363 from RBKC
	8.30am to 1.00pm	Not available; this session is only available for children attending 5 days per week	£3,060 from parents + £1,121 from RBKC	£9,180 from parents + £3,363 from RBKC
	Extra hours: £16 per hour			

### EXTRA CHARGES

Breakfast Club*	Daily	Weekly	Under 2's Per quarter	2 years and over Per term
7.00am to 8.30am	£10.50	£31.50	£400	£270

\* Must be pre-booked and pre-paid

### Holiday Club

Prior booking is required. Please book using a Holiday Club Booking Form.

Attendance	2 year olds	Over 3's
8.30am to 6.30pm	£79 per day	£76 per day
9.00am to 3.00pm	£67 per day	£62 per day
9.00am to midday	£57 per day	£40 per day
8.30am to 6.30pm Monday to Friday	£350 per week	£320 per week

### After School Clubs (for children aged 3 years and above)

A wide variety of clubs is offered, such as Cookery, Science Club, Bilingual Beats and Mandarin. These operate from 3.00pm to 4.00pm. For details of individual fees please contact the Nursery.

### NOTES

#### Children aged 3 and above

From the term following a child's third birthday children are encouraged to attend the core 9.00am to 3.00pm school day to prepare them for school.

#### Sibling Discount

For siblings attending full time care (8.30am to 6.30pm) or School hours (9.00am to 3.00pm) a 10% discount is allocated to the second child. The discount is not available for holiday club which is already discounted.

#### Registration

There is a £125 Registration Fee due with the application. Upon a parent accepting an offer a deposit is required to secure the place and will need to be paid within two weeks of the offer letter being sent. The registration fee is reduced to £100 if paid on the first school visit.



Holland Park Pre-Prep School  
and Day Nursery

## **Nursery Grant**

We receive a Government grant for each child aged between 3 and 4 years, applicable from the term following the child's third birthday. The Government sets the eligibility dates. The Grant is £1,121 per term for the Autumn Term 2018 for between 38 and 42 weeks' attendance. Parents may be eligible for an additional free 15 hours, see <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility> for more information. If you are eligible please contact us.

## **Late fees**

If you pick up your child late, a fee will be charged. This is £25 for the first 15 minutes and £1 each minute thereafter. This is irrespective of the time of day. The office will invoice you for any extra time at the end of each month.

## **Payment**

Fees must be paid by the first day of the term or quarter. A charge of 10% will be applied for late payment. Fees can be paid monthly providing they are paid on the first of every month, we recommend that you set up a standing order for this purpose. We accept most childcare vouchers. Please contact the Bursar for details.

## **Bank account details**

Lloyds Bank

Sort code: 30-98-71

Account number: 58111760

Account name: Holland Park Day Nursery

Swift Code: LOYDGB21006

IBAN: GB06LOYD30987158111760

As a result of the increased risk posed by cyber fraud, and especially those related to bank account details, we will not change our bank account details. Any communication purporting to be from the Nursery in this regard should be immediately referred to Kitty Mason or a senior member of staff.

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# APPLICATION FORM – DAY CARE (UNDER 2)



Holland Park Pre-Prep School  
and Day Nursery

## CHILD'S DETAILS

First Name(s) \_\_\_\_\_ Surname \_\_\_\_\_  
Male/Female \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

## PARENT'S / GUARDIAN'S DETAILS

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Tel. \_\_\_\_\_ Work Tel. \_\_\_\_\_  
Mobile Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Fees are invoiced quarterly and are payable all year around.

## DAYS AND TIMES OF ATTENDANCE

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick days / hours required.	8:30am – 6:30pm					
	9:00am – 3:00pm					
	9:00am – 12:00pm					
Breakfast	7:00am – 8:30am					

\*\* Education fees are payable quarterly.

**Other requirements:** If the above attendance patterns do not meet your needs, please indicate your needs below. Minimum of 2.5 hours required per session.

When would you like your child to start?  
Please note that we offer a full week of settling in, free of charge. Please write here your required start date of **paid care** (after the settling period).

Does your child have any special needs?

Where did you hear about us?

I enclose a non-returnable Registration Fee cheque for £125 to cover administration, made payable to Holland Park Day Nursery.

I understand that I am liable to pay a complete term's fees when my child changes his/her days of attendance and when my child leaves the Nursery, unless I have given 3 months advance notice in writing.

The deposit of £2000 is not refundable if an offered place is not subsequently taken up.

I agree to the Terms & Conditions of Holland Park Pre-Prep School and Day Nursery as described in this prospectus.

**Please return to: Admissions, Holland Park Pre-Prep and Day Nursery, 5 Holland Road, London W14 8HJ**

Signature \_\_\_\_\_ Date \_\_\_\_\_



# APPLICATION FORM – TERM TIME ATTENDANCE (AGE 2+)

## CHILD'S DETAILS

First Name(s) \_\_\_\_\_ Surname \_\_\_\_\_  
Male/Female \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

## PARENT'S / GUARDIAN'S DETAILS

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Tel. \_\_\_\_\_ Work Tel. \_\_\_\_\_  
Mobile Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Fees are invoiced per term

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
2-5 years (Please tick as required)	8:30am – 6:30pm					
	9:00am – 3:00pm					
	9:00am – 12:00pm					
Breakfast	7:00am – 8:30am					

When would you like your child to start? \_\_\_\_\_  
Does your child have any special needs? \_\_\_\_\_  
Where did you hear about us? \_\_\_\_\_

I enclose a non-returnable Registration Fee cheque for £125 to cover administration, made payable to Holland Park Day Nursery.   
I understand that I am liable to pay a full term's fees when my child changes his/her days of attendance and when my child leaves the Nursery, unless I have given a full term's notice in writing in advance.  
The deposit of £2000 is not refundable if an offered place is not subsequently taken up.  
I agree to the Terms & Conditions of Holland Park Pre-Prep School and Day Nursery as described in this prospectus.

**Please return to: Admissions, Holland Park Pre-Prep and Day Nursery, 5 Holland Road, London W14 8HJ**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_



# APPLICATION FORM – TERM TIME ATTENDANCE (AGE 3+)

## CHILD'S DETAILS

First Name(s) \_\_\_\_\_ Surname \_\_\_\_\_  
Male/Female \_\_\_\_\_ Date of Birth (dd/mm/yy) \_\_\_\_\_

## PARENT'S / GUARDIAN'S DETAILS

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Tel. \_\_\_\_\_ Work Tel. \_\_\_\_\_  
Mobile Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Fees are invoiced per term

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
2-5 years (Please tick as required)	8:30am – 6:30pm					
	8:30am – 3:00pm					
	8:30am – 1:00pm					
Breakfast	7:00am – 8:30am					

When would you like your child to start? \_\_\_\_\_  
Does your child have any special needs? \_\_\_\_\_  
Where did you hear about us? \_\_\_\_\_

I enclose a non-returnable Registration Fee cheque for £125 to cover administration, made payable to Holland Park Day Nursery.   
I understand that I am liable to pay full term's fees when my child changes his/her days of attendance and when my child leaves the Nursery, unless I have given a full term's notice in writing in advance.  
The deposit of £2000 is not refundable if an offered place is not subsequently taken up.  
I agree to the Terms & Conditions of Holland Park Pre-Prep School and Day Nursery as described in this prospectus.

**Please return to: Admissions, Holland Park Pre-Prep and Day Nursery, 5 Holland Road, London W14 8HJ**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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# TERMS AND CONDITIONS

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## 1. General

- 1a The "Nursery" is Holland Park Pre-Prep School and Day Nursery, 5&9 Holland Road, London W14 8HJ
- 1b "Parents" are the parents or guardians or persons responsible for any child attending the Nursery or School.

## 2. Fees

- 2a The fees shall be paid termly or quarterly in advance, unless otherwise stated, by the first day of the term or quarter.
- 2b Fees paid monthly must be paid by direct debit on the first working day of each month.
- 2c Fees paid monthly are subject to a £50 charge per quarter or term.
- 2d Invoices are sent out in advance, if you do not receive an invoice you have the responsibility to inform HPPS. Fees can be collected at a later date if necessary by HPPS.
- 2e The fees shall be reviewed annually, but may change at any time with one term (for children 2 years or over) or 3 months' notice (for children under 2yrs).
- 2f Fees paid late will be subject to 10% late payment fee.
- 2g Refunds cannot be arranged in the case of absence of a child, or for school term children when your holidays do not coincide with ours. Up to and including the quarter of a child's second birthday refunds cannot be given for school holiday periods.

## 3. The Deposit

- 3a A non-refundable administration fee of £125 is payable with the application form.
- 3b A £2000 refundable deposit will be payable when a definite place is offered and accepted. This deposit guarantees a place but is not refundable if the place is not subsequently taken up. This shall be refunded once the child has left, provided that three months notice **in writing is received for children under 2yrs, up to and including the term during which their second birthday occurs** or one **complete term's notice for children aged 2yrs or over is received in writing** prior to the child leaving; during which the fees were being paid, and no additional payments or fees are outstanding.
- 3c If the required notice period is not given, you will still be liable for fees during this notice period.

## 4. Attendance

- 4a Children are expected to attend regularly and the Nursery has the right to refuse admission to, or send home, any child if it considers such action is necessary, (sickness etc.). If your child is unable to attend please notify the Nursery by telephone by 9:00am
- 4b If you would like your child to reduce his/her attendance on a permanent basis, 3 months' written notice must be received for children under 2yrs, or a full term for children over 2yrs in order to qualify for a reduction in fees. The previous fees need to be paid during the notice period. Priority is given to parents who require a full time place for their child. Thereafter, preference is given to those who match in age and occupy a full time place between them. Parents may be given 3 months' notice to change days to match up a place.
- 4c Children aged 3yrs or above cannot attend morning only school.



- 4d Children aged 4yrs and over must attend a minimum attendance of 5 school day sessions a week (9:00am – 3:00pm).

## **5. Loss and Damage**

- 5a The Nursery shall not be liable for loss or damage to property in the possession of children attending the Nursery. Clothing should be suitable for the child's age as it may get stained or damaged.

## **6. Clothing**

- 6a Two sets of clearly marked clothing must be provided for under 3's. Children over 2 years must have the uniform prescribed on the uniform list, and it must be named. Children should not come in lace up shoes.

## **7. Change of Address**

- 7a Parents are asked to inform the Nursery of any change of address or telephone number as soon as it occurs and keep the office advised on mobile phone numbers.
- 7b While the child is in the School's care, the School shall have the right to act in loco parentis for the child.