



TERMS AND CONDITIONS

1. General

- 1a The "Nursery" is Holland Park Pre-Prep School and Day Nursery (Baby Nursery, School House, Pre-Prep), 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 by cheque or standing order, 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 2yrs 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 no 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 terms 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 2yrs must have the uniform prescribed on the uniform list, and it must be named. No 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.