



Nursery Top-up Information and Agreement

Charges applicable: There will be **no credit given**, and if a parent or carer fails to pay in advance, the offer of the place will be **withdrawn** and given to another child.

No refunds will be given under any circumstances.

The weekly (Monday- Thursday afternoons) fee for the nursery top-up is:

Gold top-up	3 or 4 lunch & afternoons	£100
Silver top-up	1 or 2 Lunch & afternoon/s	£50

Parents must provide their child with a packed lunch. (No fizzy drinks or sweets).

Payment methods: We will accept cash, cheque and payment can be made weekly or half termly.

Attendance: You will be financially responsible for days booked whether your children attend or not. Your selection may only be changed at the end of the half term.

Restrictions: Where a child's behaviour has been of concern during school hours, a place will not be offered (or may be suspended) until there has been a significant and sustained improvement. All children must be out of nappies or pull-ups and be able to feed themselves independently.

Priority Priority will be given to gold top-up, followed by silver.

Contacts: Children will not be offered a place without at least one emergency contact number. Parents and carers must keep the school fully informed of any changes to addresses or telephone contacts, however temporary.

Contacting us: The main school number is 020 8852 3151