THE ROYAL SPA NURSERY SCHOOL
TERMS AND CONDITIONS

Funded childcare

2-year-olds who are in receipt of 15 hours funding, or 30 hours Working Families funding will have no further charge, unless an early start is requested. We have a limited number of self-funded spaces, current pricing on enquiry.

All children over the age of 3 are eligible for 15 hours 'Universal' funded childcare, there is no further charge for these hours. There is a charge for extra sessions or early starts. Please see below for current charges.

Children over the age of 3 in receipt of 'Working Families' funding will be eligible for 30 hours, again the only further charge is for an early start.

Funded hours are available during sessions set by the school and cannot be used over different sessions.

Payment

- An initial payment is due as soon as your child starts at The Royal Spa Nursery School.
- Sunroom (2 year old) self-funded children will be charged from the 3rd day after their start date.
- Invoices will be sent out monthly and payment **mus**t be received within 10 working days of issue of invoice.
- Please keep the nursery informed of any change of address or telephone number.
- We prefer payment to be made directly into the school bank account (details on invoice), or we can accept cash. Unfortunately we **cannot** accept cheques.
- If you pay directly into the bank, please ensure you put your child's name as a reference
- No arrears are permitted. Royal Spa reserves the right to withdraw the childcare service and terminate the booking if payment is not made in accordance with the terms and conditions.
- If you require a receipt, please ask in the office.
- Current fees are displayed in the school office and on the school website.

Absence

The nursery operates during term time only. No fees are due when the nursery is closed during term time e.g. bank holidays or staff training days (INSET). Full fees must be paid if your child is absent or on holiday.

In the case of exceptional circumstances, such as bad weather conditions or emergency school closure, we regret that we are unable to give refunds.

Notice of termination of a booking

We require a **minimum of half a term**'s notice to cancel a place at the nursery.

Session Times

Booked sessions must be adhered to. We cannot accept children before their booked time. The exception to this is in the over 3s nursery, where a child can be booked in to start at 9am if their usual start time is 9.15 or 9.30. This costs £4.00 and *must* be arranged in advance; spaces are limited to 13 and are on a first booked first served basis.

The children **must** be picked up on time. They need to know that they will be picked up promptly at the end of the session. Once your child is settled at nursery, please do not pick up your child early unless by prior arrangement in the case of a doctor's appointment or similar – the remaining children find it very disruptive if parents are coming in and children leaving.

As a school, we believe in providing high quality education for every child. One of our aims is to instil positive attitudes towards education and learning, encouraging good patterns of attendance and time keeping.

September 2026