



## Fee Policy

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### REGISTRATION

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To register your child for a place at Noah's Ark Nursery Schools, please complete the registration form and return it as soon as possible with a non-refundable registration fee.

### ACCEPTANCE DEPOSIT PROCESS

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- If a place is offered to a child, an Acceptance Form is sent, which will require you to sign a contract with Dolphin School Trust and to pay an Acceptance Deposit to secure the place.
- The Acceptance Deposit is a sum of money payable on acceptance of a place and is non-refundable in the event that the place is accepted but not taken up.
- The Acceptance Deposit is retained by the school as part of its general funds, but the full amount (without interest) will be refunded after the pupil's final term's fees have been paid in full, and any outstanding charges settled, and subject to correct notice.
- The deposit must be paid within the timescale set out in the Offer of Place Letter. If the deposit is not paid, your child's place may be offered to someone else.
- If you accept a place, pay the Acceptance Deposit, and then choose not to send your child to Noah's Ark Nursery Schools (without giving the full term's notice), your full deposit will be forfeited and you will be liable to pay the balance of the first term's fees by the first day of the term in question in accordance with the Terms and Conditions.



## NOTICE OF WITHDRAWAL

Once your child has started at Noah's Ark Nursery Schools, if you wish to withdraw him/her, a full term's notice must be given on or before the first day of your child's final term. Failure to do so will necessitate payment of the following term's fees in lieu of notice and your full deposit will be forfeited.

## FEES

With your Offer of Place Letter you will receive current details of fees, which cover educational resources and mid-morning refreshments. They do not cover the costs of outings/excursions, optional French lessons or school smocks. The cost of your child's smock will be included in the first term's invoice.

**Governors review all fees each year and parents will be advised of any changes at least one term in advance.**

## WAYS TO PAY

There are two ways of paying the fees:

1. Termly – on or before the first day of each term.
2. By ten Standing Order payments from 1 September to 1 June inclusive.

## LATE PAYMENT OF FEES

Any fees not received on or before the first day of term (for those paying termly) or any Standing Order payment not received by the first day of the month will be deemed late. All such cases will be followed up by the Accounts Department and an administration fee of £75 may be added to the bill. If a Standing Order payment is stopped for any reason, the remainder of the termly fees becomes payable immediately.

## EARLY YEARS FUNDED PLACES

As we are registered with OFSTED, you are currently entitled to a set number of hours per week of funded early years education. From the term following a child's third birthday until he/she turns five, and for a maximum of 5 terms, every child is currently entitled to receive a termly amount from Wandsworth Borough Council towards this funded place. This amount (which changes each year) is deducted from each term's fees from the date that your child becomes eligible.

The fees we charge are a reflection of the high quality of education your child will receive at Noah's Ark. Children will benefit from small classes and the provision of a rich and varied curriculum in a warm, welcoming and well-resourced environment. The funding we receive from Wandsworth Borough Council towards your child's early years education is not sufficient for us to provide the high quality of learning and teaching which we feel your child deserves, and which we at Noah's Ark wish to deliver.

## TAX-FREE CHILDCARE SCHEME AND CHILDCARE VOUCHERS

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Noah's Ark Nursery Schools are registered with the Government's Tax-Free Childcare Scheme. Contact the school's bursar's office for any information required.

Noah's Ark Nursery Schools are eligible to participate in the Childcare Voucher Scheme, (a tax and National Insurance relief scheme offered by government legislation), provided parents were registered with the scheme before 4 October 2018. If your employer participates in this scheme and you wish to pay your school fees in this way, please contact the school bursar's office for the school's registration number and bank details. If the amount that the voucher supplier makes available to you is less than the monthly instalment, then please arrange for a Standing Order for the balance or pay the shortfall in one payment at the beginning of the term, any payments after the first day of term may attract a £75 administration fee.

## EMERGENCY CLOSURE

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In unavoidable and exceptional circumstances, such as notifiable infection or consequential damage following a fire, it may be necessary to close all or part of the school at short notice during term time. In common with most independent schools, it is not the Governors' policy to refund tuition fees in such circumstances.

## FINAL NOTE

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In signing the Acceptance Form for your child to enter the school you agree to accept the conditions of this policy.

