



TERMS AND CONDITIONS FOR SHINING STARS NURSERY CLUB

ADMISSION CRITERIA

Admission into Harvey Road School's Shining Stars Nursery Club will be decided on the numbers of applications. There are a maximum of 15 places available.

The criteria for admission to the Club set out below will only be used in the event of there being more applications than there are available places. Therefore, every child will be offered a place if there are more places at the club than applicants.

Should there be more than 15 applicants then each case will be assessed on the following criteria and are in order of priority:

1. Attendance will only be possible if your child attends Harvey Road School Nursery.
2. Taking a full time placement of 5 days per week at the club on a first come, first served basis
3. Taking a part time placement at the club on a first come first served basis but where priority will be given to children attending the most sessions.

If there is more than one child who meets the same criteria and takes the number over the limit of 15, we will apply the following tiebreak rule:

- Date of birth - the oldest receiving priority over the youngest

For unsuccessful applications, a waiting list will be kept in the event that a child is unable to keep their place at the club.

PAYMENTS

- Payment for the first half term in September should be submitted to the school prior to July 15th. Confirmation of a place will only be given once payment has been received.
- Payments will be invoiced in the half term prior to your child joining the club
- Payment in full should be received by the school bursar no later than the end of the first week of the half term
- Following late payments a reminder letter will be issued. Should this be required twice within one year the school will hold the right to withdraw your child from the nursery club.
- Should there be personal circumstances that make payments difficult then an appointment should be made with the Headteacher
- There will be no reimbursement of fees for absence due to illness or other family circumstances.
- Should the school be closed unexpectedly then you will be entitled to either a reimbursement or the following half terms fees will be reduced accordingly.

TERMINATION

- Notice in writing must be given to the Nursery Club Leader at least half a term ahead of proposed termination
- There will be no reimbursement of fees should a child be required to leave the nursery club prior to the end of the half term
- The school reserves the right to close the club or withdraw your child

Every feasible attempt will be made by the school to ensure that families are well informed about all aspects of the Nursery Club provision. Should you have any questions about any of the above points then please speak to the school office or directly to the Shining Stars Leader.