



BROUGHTON MANOR
PREPARATORY SCHOOL

Nursery fees 2011 – 2012

Registration	£30.00 non-refundable		
		Per week	Per day
Babies under 1 year			
Full time, 5 days a week 8.00am – 6.00pm	£220.00		
Some days only, minimum 2 per week 8.00am – 6.00pm			£53.50
Mornings only, minimum 2 per week 8.00am – 1.00pm			£31.00
Children aged 1 to 2½ years			
Full time, 5 days a week 8.00am – 6.00pm	£230.00		
Some days only, minimum 2 per week 8.00am – 6.00pm			£56.50
Mornings only, minimum 2 per week 8.00am – 1.00pm			£32.50
Early fees	Pre-booked only at £4.00 per half hour, available 7.30 – 8.00am		
Late fees	Available 6.00 – 6.30pm £6.00 per half hour (24 hours notice) £10.00 per half hour (booked on the day) £15.00 per half hour (booked after 4pm on the day) £20.00 per half hour (not booked)		
Sibling discount	50% - for 2 nd child when two children are under 2½ years 20% - for 2 nd child when oldest child is 2½ to 5 years 15% - for 2 nd child when oldest child is 6 and above 30% - for third child		
Introductory Discount	When a current family introduces a new family to the school, there is a one-off discount of £500 for both families, providing the new child is full time. A pro-rata sum is given if the new child is part-time. The new child is given the discount immediately. The family who has made the introduction is given the discount after the new child's first term.		

Conditions 2011 - 2012

Attendance

- The nursery day is from 8.00am to 6.00pm.
- Part-time places for children under 2 ½ years are offered subject to availability, mornings only.
- Attendance must be for a minimum of 2 morning sessions, which are regular and repeating.
- Extra hours may be added with notice and depending on availability.
- If a part-time child is absent on his/her usual day of attendance it is not possible to attend on another day instead.

Basis of charges

- In the Nursery department fees are calculated over 45.2 weeks this year.

Complaints Procedure

- Broughton Manor Preparatory School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents have a complaint, they can expect it to be treated by the school in accordance with the Complaints Procedure, a copy of which is available from the school office, upon request, or via our website. Parents can be assured that all complaints and concerns will be treated seriously and confidentially.

General

- A non-refundable registration fee is payable by all new pupils.
- Fees are payable in advance, either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually.
- If payment of fees is not made on the due date interest of 10% is added.
- For those who enter mid-year, the fees are calculated according to the date of entry, from any half term, and therefore monthly payments may differ from those printed on the fees sheet.
- There is no reduction in fees if a child is absent due to illness, holidays taken in term time or for any other reason.
- Parents who arrive after 6.00pm (or 6.30pm if that is their normal time for collection) are charged £20.00 per half hour, or part of a half hour, per child, unless they have pre-booked.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in the case of a sick child or in an emergency, will be charged £10 after one hour and £10 for every subsequent hour, until they arrive.

Illness and Medicines

- Children who are ill should remain at home.
- Children suffering from sickness and/or diarrhoea should stay away for 48 hours after the symptoms cease.
- Medicines, including inhalers, may be given to children if necessary. These should be handed in at the office and the medicine book should be signed by the child's parent.

Meals

- All meals are included for children over 1 year.

Notice period

- In the Nursery department one complete month's notice of removal should be given by letter to the School Headmaster. Failure to give the required notice will result in one month's fees being charged in lieu of notice.
- At 2½ years when a child transfers to the Pre-Preparatory department this period of notice extends to one term.

Policies

- **A list of the school's statutory policies is given to new parents upon their child's admission to school.**