



1. Definitions & Interpretation

In these Terms & Conditions document, the following definitions are used:

Alphablocks Nursery School Limited, or us, or our School	Alphablocks Nursery School Limited, a company incorporated in England and Wales with registered number 09707821 whose registered office is at 20 Kentish Town Road, London, NW1 9NX ; our Operating Address is St Paul's Church Hall, Crescent East, Hadley Wood EN4 0EN
Parent or Carer	a responsible adult who has the legal responsibility for any child attending our School; and
Term Time, or School Term, or Term	There are three School Terms per year and each Term has roughly 12-13 weeks; these Terms are defined broadly as follows: Autumn Term (September to December) Spring Term (January to Easter Break) Summer Term (from Easter to July), and are in line with the standard School Terms in the London Borough of Enfield.

2. Term Fees

The fees should be paid each term in advance by BACS electronic transfer or cheque, unless otherwise stated. All term fees are required to be paid within the first week of each term. Any late payments will incur a £100 late fee if they are overdue for more than 14 days. The fees shall be reviewed annually, but may change at any time with one term notice period.

3. Registration Fee

A non-refundable registration fee of £60 is payable with the application form.

4. Deposit

A £340 deductible deposit is payable when a definite place is offered and accepted. The deposit guarantees a place but it is not refundable if the place is not subsequently taken up. The deposit is waived if payment of the Term Fees takes place at the same time as registration.

5. Attendance

Children who attend regularly get the maximum benefit of early education. In addition, as part of the new [Common Inspection Framework](#) we are required to monitor children's attendance. We expect children under three years of age to attend for a minimum of three sessions per week, while children over three years of age are expected to attend at least five sessions per week.

The School has the right to refuse admission to, or send home, any child if it considers such action is necessary, for instance, due to a developing illness or other health reasons. If your child is unable to attend please notify us by 9.00am, either by calling on 0208 935 5636 or sending us an email to info@alpha-blocks.com

Our operating times for morning sessions are 8.30am-12.30pm, for afternoon sessions 12.30-4.30pm, and for full day sessions 8.30am-4.30pm.

If you would like your child to change his/her attendance then we ask you to do this in writing. When possible we will try to allocate additional sessions as soon as possible but we ask you to provide us with as much notice as possible. When reducing your sessions you must inform us one School Term in advance, in order to qualify for a change in attendance and fees.

6. Notice of Termination

Written notice one Term in advance is required (via post or email to info@alpha-blocks.com). All and any outstanding fees must be settled at the point of giving notice.

7. Change of Details

Parents are asked to inform the School of any change of address or telephone numbers as soon as it occurs and update mobile phone numbers and email addresses as we might need to contact you in case of an emergency or prior to pick up time.

8. In Loco Parentis

Whilst the child is in the School's care, the School shall have the right to act in loco parentis for the child should the need arise.

9. Policies and Procedures

During your registration appointment you will be provided with the full Policies and Procedures. In your registration form we will ask you to sign that you agree to abide with the school's Policies and Procedures.

10. Learning Records

We use an online recording system to capture the learning of your child. We encourage you to use this system, called "Tapestry", to input information about the child's learning at home and to create an on-going dialogue about the progress of your child. Our teachers will regularly use the system to input information about your child's learning at School.

11. Confidentiality and Privacy Policy

All and any of your or your child's electronic data will remain private and confidential with us, until it is securely destroyed. Please consult our [Privacy Policy](#) for more information about this.