



French and bilingual nursery schools
64 Garfield Road SW11 5PN / 2 Stormont Road SW11 5EN
Tel/Fax: 0207 993 6460
Email: admissions@coleduparc.co.uk

TERMS AND CONDITIONS OF ADMISSION

1. ADMISSIONS

- A child does not have to be of French nationality or have French as his/her mother-tongue in order to be admitted to Ecole du Parc. The school makes every effort to communicate in English as well as in French.
- Ecole du Parc is a non-denominational pre-school which operates a strict non-discriminatory policy, both with regard to children wishing to attend the school and with regard to prospective staff.
- The school requests that you complete a registration form and send it back together with a registration fee (non-refundable) of £50.00 and a signed copy of these Terms & Conditions, to Ecole du Parc (email and mail addresses above).
- Please note that registration means a child is placed on Ecole du Parc's waiting list. It does not guarantee a place at the school.
- Admission to the school is based on a child's position on the waiting list, which is determined by the date of registration on the waiting list. A priority is given to siblings of existing and past pupils of l'Ecole du Parc.
- Both parents are required to sign the offer letter. In the absence of a second signature, the parent with sole responsibility will be required to provide evidence of sole parental responsibility.
- Acceptance of the offer letter implies acceptance of the present Terms and Conditions.
- L'Ecole du Parc requires the following minimum attendance:
 - At least three mornings or three full days a week for under 3 year olds (Crèche and Pré-Petite Section). 4 or 5 times a week is strongly recommended to allow the child to settle in and make good progress in the learning language(s)
 - Full time attendance for over 3 year olds (Petite and Moyenne Sections)

2. FEES

- School fees are payable by the first day of each term.
- Any payment made after the first day of term will result in a penalty of 5% of the amount due. Persistent or recurrent non-payment of school fees may also result in forfeiting a child's place at Ecole du Parc.
- Please note that before and after-school clubs cannot be cancelled after registration.
- No fees can be reimbursed if a child is not able to attend school, whatever the cause of the absence.
- After the offer of a place has been accepted, days of attendance can only be decreased with a full term's notice.
- Given reasonable notice, Ecole du parc reserves the right to amend the school fees' amounts.
- All three and four year-old children benefit from a financial entitlement called Free Early Education and Childcare Place (EECP) from Wandsworth Council, starting the term after they turn three. The Council currently funds 15

or 30 hours hours of nursery attendance at a given rate. This rate does not cover our fees and parents are liable for the payment of our fees in full.

- Some two-year old children can also benefit from an Education Place, which is means-tested or if the child has additional needs.

3. DEPOSIT

- When parents of a child on Ecole du Parc's waiting list are offered a place at the school, they will be asked to pay a deposit of £900, in order to secure the place for their child.
- The deposit will be refunded in the two weeks following the end of the child's final term at the school, provided the following conditions have been respected:
 - A written notice of at least one full term that a child will be leaving during the school year (by 1st July for the Spring Term and by 20th December for the Summer Term) or
 - A written notice given on the 31st of March at the latest that a child is not coming back the following year.
- Unfortunately, should a child whose parents have accepted a place, not attend Ecole du parc, the deposit will not be refunded.

4. CANCELLATION AND WITHDRAWAL

- Cancelling acceptance before entry: the deposit will be retained by Ecole du Parc in full if the parents cancel their acceptance of a place before the first day of term. The deposit should only be paid once a firm decision to join Ecole du Parc has been made.
- Notice of withdrawal: one full term's notice must be given before the child is withdrawn (by 31st March for the Autumn Term, by 1st July for the Spring Term and by 20th December for the Summer Term) or the deposit will be retained by Ecole du Parc in full. Should a child be withdrawn once the term has started, there will be no refund for the current term.
- "Funded children" (three and four-year-old children in receipt of a Free Early Education and Childcare Place) who leave the setting before the end of the term must refund the proportion of unused funding to the school as the school will have to reimburse the Council. The exact amount of the refund will be calculated by Wandsworth Early Education and Childcare team. Provisional notice is not accepted.
- Termination by Ecole du Parc: Ecole du Parc may terminate this agreement on one term's notice in writing. Ecole du Parc will not terminate this agreement without good cause and full consultation with the parents.

5. ILLNESS

- The school teacher should be notified if children have been in contact with any infectious diseases. The school reserves the right to refuse entry to any child the Head considers is, or may be, unwell or suffering from any contagious or infectious complaints. In the event of an accident or illness requiring urgent medical treatment, every effort will be made to contact the parent/carer. If all else fails, the school will take the child to hospital or the child's doctor. Please note fees have to be paid in full and cannot be swapped or compensated in regards to children unable to attend the school through sickness, holidays or for any other reasons.

6. CONFIDENTIALITY

- Any information held by Ecole du Parc about a child in its care, and on his/her family, is strictly confidential.
- No information will be shared about the child, or his/her family, without prior permission from the child's parents.

7. LOSS AND DAMAGE

- Ecole du Parc does not take responsibility for loss or damage to property or clothing at the school.
- All clothing, personal items, buggies and scooters should be clearly labelled.

8. WELFARE REQUIREMENTS

- Please note that our school abides by the statutory framework for the Early Years Foundation Stage under the Childcare Act 2006 which includes responsibilities for the welfare and safe-guarding of each child, including the duty to report a concern of abuse or neglect to the local authority.

Please note that, given reasonable notice, Ecole du Parc reserves the right to amend these Terms and Conditions at any time.

I have read and understood these terms and conditions and agree to abide by them.

Child's name:

Signature of parent/guardian 1:

Signature of parent/guardian 2:

Date:
