



French and bilingual nursery schools  
64 Garfield Road SW11 5PN / 2 Stormont Road SW11 5EN  
Tel/Fax: 0207 993 6460  
Email: [admissions@ecoleduparc.co.uk](mailto:admissions@ecoleduparc.co.uk)

## TERMS AND CONDITIONS

### 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 times 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 paid termly in advance
- Term fees are due in full 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 we require a commitment for the term for before and after-school clubs. No fees can be reimbursed if a child is not able to attend the clubs.
- 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.
- Changing days of attendance is not permitted at any given time.

- Additional days can be requested on an ad hoc basis via email. Availability will be confirmed in writing within 48 hours and the additional cost will be added to the next invoice.
- 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 Early Education and Childcare Place (EECP) from Wandsworth Council, starting the term after they turn three. The Council currently funds 15 or 30 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. Separate terms and conditions apply.

### 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 are met:
  - A written notice of at least one full term that a child will be leaving during the school year (by 1<sup>st</sup> July for the Spring Term and by 20<sup>th</sup> December for the Summer Term) or
  - A written notice given on the 31<sup>st</sup> of March at the latest that a child is not coming back in the Autumn term.
  - Full payment of all outstanding fees due on the child's last day of attendance.
- Unfortunately, should a child whose parents have accepted a place not attend Ecole du parc, the deposit will not be refunded.

### 4. CANCELLATION AND TERMINATION OF AGREEMENT

- 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.
- Termination by parents:  
Parents may terminate this agreement with one full term's written notice (by 31<sup>st</sup> March for the Autumn Term, by 1<sup>st</sup> July for the Spring Term and by 20<sup>th</sup> December for the Summer Term).
- Failure to serve the required notice will result in:
  - The deposit to be retained by Ecole du Parc in full
  - Payment of outstanding fees (including full termly fees for the current term and any unused portion of the funded place for three and four year-old children – see below) being due in full.
  - Parents of "funded children" (three and four-year-old children in receipt of a Free Early Education and Childcare Place) received the full entitlement termly in advance, itemised on the term's school fees. Should a "funded child" leave the setting before the end of the term (with or without notice) parents are liable for the refund of 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 with 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 office 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 school considers to 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.
- The school will continue to follow any government guidance imposing special arrangements for early years settings in times of the current pandemic (covid-19). The guidance may require that confirmed cases (child/carer and/ or the whole class) be sent home and self-isolate for a certain number of days. Any missed days due to the implementation of such guidance will not give rise to a refund of fees.

## **6. FORCE MAJEURE AND EXCEPTIONAL CIRCUMSTANCES**

- In exceptional circumstances, the school reserves the right to alter the manner in which the services are provided over the term of the contract. If such alteration has a significant impact on the services provided, then the school shall provide written notice of such a significant change to the parent, including any modifications to the terms hereby agreed.
- Ecole du Parc shall not be liable for delay in performing, or failure to perform any of its obligations under this agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control, including (but not limited to) acts of God, adverse weather conditions (including snow, flood, etc.), outbreak of disease (e.g., swine flu, coronavirus, etc.), damage to ability to provide utilities or failure of utilities or service providers, damage to buildings of the Nursery, closure of the Nursery by local authorities or other bodies with appropriate authority, prevention of access to the building due to neighbouring buildings or an event outside of the school's control, strike or threat or terrorist action ("Force Majeure Event").
- As long as the school can continue to offer an educational service (whether remotely or face to face), full payment of the Fees due will be required in accordance with Clause 2;

However, the school will endeavour to pass on any potential savings to parents. These will be deducted to the next invoice.

- Refund of deposit: if a parent decides to withdraw his / her child from the school due to the force majeure event, this decision will not give rise to a refund of the deposit.

## **7. 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.
- The school adheres to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you as part of the registration / welcome pack.

## **8. 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.

## **9. 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 safeguarding 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.

“Ecole du Parc” is the trading name for Sequoia Organisation Limited, a limited liability company registered with Companies House UK under 04485112.

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

**Child’s name:**

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**Signature of parent/guardian 1:**

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**Signature of parent/guardian 2:**

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**Date:**

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