

Little Chestnuts Preschool Terms and Conditions

From September 2025



Acceptance of a place in Little Chestnuts Preschool is confirmation of your agreement to our terms and conditions set out below.

Booking Sessions

Sessions are booked for the academic year at the time of accepting a place. Sessions can be increased or decreased on a half termly basis (subject to availability). Requests for changes must be made at least a full half a term in advance, in writing. The allocation of sessions will be confirmed in writing.

If preferred sessions are unavailable parents/carers can request to be included on a waiting list. These parents/carers will be given priority if sessions become available during the academic year.

Minimum Booking

To fully participate in Little Chestnuts we advise that children should attend a minimum of four sessions per week. One session is a morning or afternoon session (8.45am – 11.45am or 11.45am – 3.00pm).

Session and Activity Fees

Sessions are:

- Morning: 8.45 am to 11.45 am
- Afternoon: 11.45 am to 3 pm (includes lunchtime)
- All day: 8.45 am to 3 pm (counts as two sessions)

Most parents will be entitled to 30 hours of free childcare each week. Please see the government website for more information: [Get free childcare if you are working](#). Each session is considered to be 3 hours. If children attend afternoon or all day sessions, the 15 minutes at lunchtime is included in the activity contribution (see below.)

Parents/carers may be eligible for tax-free childcare. Please see the government website for more information: [Tax-free Childcare](#)

Where a parent is not entitled to free childcare, sessions are charged at:

- £22 per half day (morning or afternoon session)
- £44 per whole day

Government funding is intended to cover high quality and flexible education and childcare but it does not include additional enrichment activities such as Muddy Puddles, PE, cooking, local outings and visits by the school wellbeing dog, as well as lunchtimes.

Therefore, to help cover these costs we request a voluntary contribution as follows:

- 4 - 5 sessions a week: £35 per half term
- 6 - 8 sessions a week: £55 per half term
- 9 -10 session a week: £70 per half term

Invoices for sessions and voluntary contribution requests are issued half termly within the first two weeks of each half term. We would appreciate payment within 14 days and may be made by bank transfer, tax-free childcare, childcare vouchers, cheques or cash. See Payment Methods section. Further information is available from the school bursar.

We are unable to swap or refund non-attended sessions.

Chestnut Lane School reserves the right to increase fees for Little Chestnuts Preschool at any time upon giving half a term's written notice.

Ad Hoc Sessions

Additional, occasional ad hoc sessions may be booked, with at least a week's notice. Ad hoc sessions are granted subject to availability. Three ad hoc sessions per half term may be booked.

Ad hoc sessions are charged at £26 for each morning or afternoon session and £52 for all day. An invoice will be issued for immediate payment.

Payment Methods

A copy of the transaction confirmation for bank transfers, tax-free childcare and childcare vouchers must be emailed to the school office: office@chestnutlane.bucks.sch.uk for each invoice.

Bank transfer (available from 01/04/2025)

Barclays Bank, Churchill Place, London

A/c name: Buckinghamshire Council Receipts

Sort code: 20-74-38

A/c number: 83177157

Ref: **2191-GL943030-your child's surname** (Please ensure you put this ref on your payment)

Tax-Free Childcare via the government website: [Tax-free Childcare](#) (available from 01/04/2025)

Account Name: Chestnut Lane School, HP6 6EF

Ref: Ensure you provide the school with your unique reference

Childcare Vouchers (available from 01/04/2025)

We can accept a variety of childcare vouchers. Please request information from our Bursar.

Cheques should be made payable to **BUCKINGHAMSHIRE COUNCIL** and delivered to the school office

Cash must be hand delivered to the school office in a clearly labelled envelope.

Notice Periods

A full half term's notice in writing is required to increase / decrease sessions or withdraw a child from Little Chestnuts Preschool. Requests to decrease sessions or withdraw a child with less than a full half term's notice will incur parents/carers being invoiced for the half term for the relevant sessions at £22 per session. Any exceptions will only be made at the Headteacher's discretion.

Late Payment Fee

If a cheque is returned unpaid, or payment is received after the deadline date, an administrative fee of £20 will be charged on every occasion.

If there are outstanding fees at any time, we reserve the right to immediately suspend or terminate sessions for the child until fees are paid. Any cost incurred as a result of suspension or termination will be paid for by the parent/carer of the child.

Whole School Workshops & Trips

Children attending Little Chestnuts Preschool are often welcomed to attend educational workshops booked for all pupils at Chestnut Lane School. If these workshops are arranged at a time that a child does not have a Preschool session booked they are welcome to attend for the duration of the workshop (approx. 30/40 minutes) and the parent/carer of the child will need to remain on-site. This must be arranged in advance with the Preschool teacher. The entire morning or afternoon session (in which the workshop falls) could also be booked as an additional ad hoc session (see Ad Hoc section above).

Children attending Little Chestnuts Preschool may also be invited to join an off-site Early Years educational trip. If the trip falls on a day that a child does not have a Preschool session then additional ad hoc session(s) must be booked (see Ad hoc section above).

Late Collection Charge

Parents/carers that do not collect children promptly at the end of a session may be subject to a Late Collection Charge. The Preschool teacher will raise this issue with parents/carers prior to any charges being made.

Infections and Illnesses

Little Chestnuts Preschool cannot normally undertake the care of unwell children. We must be informed of any child's illness before attempting to bring the child to Little Chestnuts. Each case can then be considered on a strictly individual basis. In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases. Chestnut Lane School, including Little Chestnuts Preschool, follows the UK Health Security Agency guidelines. Please be aware children must not attend Little Chestnuts Preschool for 48 hours after the final episode of diarrhoea or vomiting.

Holiday Absences

Parents/carers should complete a Leave of Absence request form (available from the school office and on our website) if they plan to take their child out of Preschool during term time as this allows the Little Chestnuts teacher to plan activities accordingly.

Unforeseen Closures

Little Chestnuts Preschool is unable to offer any refunds or compensation for closure or suspension of preschool activities as a result of third party action, inclement weather, fire, flood or any other event beyond our control.

Personal Property

Chestnut Lane School cannot be held liable for the loss of, or damage to, any item belonging to the public on our premises. This particularly applies to children's clothing and other items from home, as well as motor vehicles, the content of motor vehicles, prams/buggies, bikes and scooters.

Changes to our Terms and Conditions

Changes may be made to our terms and conditions at any time. We aim to provide parents/carers with at least a month's notice of any changes.