

Little Chestnuts Preschool Terms and Conditions



From September 2023

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

Registration Fee

A one-off, non-refundable registration fee of £50 is required to secure a place in Little Chestnuts. This fee is charged when a place is offered and payment must be received at the time of acceptance. The fee covers administration, home or preschool visits, and stay and play sessions.

If a parent/carer has financial difficulties and is struggling to pay the registration fee this should be discussed with the Headteacher in confidence.

Booking Sessions

Sessions are booked for the academic year at the time of accepting a place and payment of the registration fee. Sessions can be increased or decreased on a half termly basis (subject to availability). Requests for changes must be made at least 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 children should be allocated a minimum of two sessions per week. One session equals a morning or afternoon half day session (8.45am – 11.45am or 11.45am – 3.00pm). We recommend children attend at least four sessions per week.

Session 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)

All parents are entitled to 15 hours of Universal Funding, and maybe eligible for a further 15 hours of Extended Funding each week. Please see the government website for more information: [30 hours free childcare](#). Each session is considered to be 3 hours. If children attend afternoon or all day sessions, the additional 15 minutes at lunchtime is funded by the school.

Where a child attends more sessions than their funded entitlement, sessions are charged at:

- £21 per half day (morning or afternoon session)
- £42 per whole day

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

Government funding is intended to cover high quality and flexible childcare but it does not include consumables, resources or additional activities. Therefore, we charge £1 per session to help cover these costs. (£1 for each morning or afternoon session, £2 for a full day.)

Invoices are issued half termly within the first two weeks of each half term. Payment is due within 14 days of the date of invoice 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.

If a parent/carer has financial difficulties and is struggling to pay the consumables/resources fee this should be discussed with the Headteacher in confidence.

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.

Ad hoc sessions are charged at the standard session fee of £21 for each morning or afternoon session and £42 for all day. The £1 consumables charge will be added to each session. An invoice will be issued for immediate payment.

Payment Methods

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 registration and each invoice.

Bank transfer

Barclays Bank, Churchill Place, London

A/c name: Buckinghamshire Council Receipts

Sort code: 20-74-38

A/c n.: 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](#)

Account Name: Chestnut Lane School, HP6 6EF

Ref: Ensure you provide us with your unique reference

Childcare Vouchers

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 £21 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.