Little Chestnuts Preschool
Terms and Conditions
From September 2026

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

1. Enrolment & Deposits

- **Securing a Place:** A **£50 deposit,** paid via bank transfer is required at the time of acceptance of a place.
- **Credit:** The deposit will be credited towards the first invoice.
- **Refunds:** The deposit is **non-refundable** if a child is withdrawn after accepting a place.
- **Financial Support:** Parents facing financial difficulties should contact the Headteacher in confidence.

2. Session Booking & Minimum Attendance

- **Schedule:** Sessions are booked for the academic year upon acceptance of a place.
- **Minimum Booking:** Children should attend a minimum of **four sessions** per week to ensure full participation. (A morning or afternoon is one session.)
- **Amendments:** Sessions may be increased or decreased termly (subject to availability) by giving half a term's notice in writing.

3. Session Times & Fees

Session Type	Times	Fee (Non-Funded)
Morning	8:45 am – 11:45 am	£22
Afternoon	11:45 am – 2:45 pm	£22
All Day	8:45 am – 2:45 pm	£44

Fees apply to non-funded hours or children not eligible for funding.

- **Funded Childcare:** Most parents are entitled to 30 free hours. Please see the government website for more information: Get free childcare if you are working.
- **Funding Eligibility:** It is the parent/carer's responsibility to validate and renew 30-hour funding codes via the Childcare Service. We must be notified immediately of any changes to eligibility.

4. Late Afternoon Extension (2:45 pm – 3:00 pm)

- **15-minute extension:** This time falls outside the standard government Universal and Extended Funding offer.
- **Booking:** Extensions must be booked in advance for the term.
- **Charge: £2 per day** will be added to the termly invoice**.**

5. Ad Hoc Sessions & Late Afternoon Extensions

Occasional sessions (maximum of five per term) can be booked with one week's notice.

- **£26 per session** (morning or afternoon)
- **£2 per Late Afternoon Extension**

6. Voluntary Contributions

Government funding is intended to cover high quality education but does not include additional enrichment activities (Muddy Puddles, PE, workshops, etc.). We therefore request a termly voluntary contribution depending on the sessions allocated.

- 4 – 5 sessions/week: **£70**
- 6 – 8 sessions/week: **£110**
- 9 – 10 sessions/week: **£140**

7. Payments & Late Fees

- **Invoicing:** Issued within the first two weeks of each term, with payment due within **30 days**. Parents facing financial difficulties can discuss a payment plan with the Bursar.
- **Payment Confirmation:** For all transfers (Bank, Tax-Free Childcare, or Vouchers), a transaction confirmation must be emailed to the school office at: office@chestnutlane.bucks.sch.uk with the child's name and invoice number.
- **Payment Methods (Effective 02/04/2026):**
  - **Bank Transfer: Account Name:** Buckinghamshire Council Receipts | **Account Number:** 83177157 | **Sort Code:** 20-74-38 | **Reference:** 2191GL943030 [Child's Surname].
  - **Tax-Free Childcare:** Account: Chestnut Lane School, HP6 6EF. (Please provide your unique TFC reference to the school). Tax-free Childcare.
  - **Childcare Vouchers:** Please contact the Bursar for provider-specific details.
  - **Cash:** Hand delivered to the school office in a clearly labelled envelope.
- **Late Payment:** We reserve the right to charge a **£20 administration fee** for late payments and suspend sessions if fees remain outstanding.
- **Late Collection:** Frequent late collection after 2:45 pm, will result in the Late Afternoon Extension being charged (Item 4).
- **No Refunds:** No refunds/compensation are provided for closures caused by events beyond our control (e.g., extreme weather, fire, or third-party action). We cannot swap or provide a refund for sessions missed due to absence, illness or withdrawal of a pupil.

8. Attendance & Property

- **Illness:** We follow UK Health Security Agency guidelines. Children must not attend if they are unwell and **must remain at home for 48 hours** following the last episode of vomiting or diarrhoea.
- **Holidays:** Please submit a **Leave of Absence** form for term-time holidays.
- **Liability:** The school is not liable for loss or damage to personal property, including clothing, toys, buggies, or vehicles parked on the premises.

9. Whole School Workshops & Trips

If workshops or off-site trips trip fall on a child's non-scheduled day, an ad hoc session must be booked for the child to participate.

10. 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.