



## Nursery Terms & Conditions

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

### Booking Sessions

Sessions are booked for the academic year, however they can be increased or decreased on a termly basis (subject to availability). Requests for changes must be made at least a term in advance in writing. The allocation of additional 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 Chalfont Nursery children should attend a minimum of 5 sessions per week. One session equals a morning or afternoon half day session (9am – 12pm or 12pm – 3pm). We require 4 weeks' notice if you wish to withdraw your application or reduce your sessions prior to your child starting with us. If this is not done we reserve the right to invoice you for your applied for sessions/hours at our private rate.

### 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 will incur a daily charge (we are unable to claim this from 15/30 hour funding).

If the ad hoc session increases a child's hours in nursery to more than the parent/carer's free entitlement (see the Fees section below), an invoice will be issued for immediate payment. Additional sessions cost £27.00 for each morning or afternoon session and £54.00 for all day sessions (which includes lunch break cover whilst eating packed lunch provided by parents/carers).

### Fees

Children are entitled to 15 hours (5 sessions) of Universal Funding each week. Parents/carers may be entitled to a further 15 hours of Extended Funding each week. Where a child attends more sessions than their funding entitlement sessions are charged at: £27 per half day session (9am – 12pm or 12pm – 3pm) £54 per whole day session (9am – 3pm). We are unable to swap or refund non-attended sessions. **Non-attendance will be charged at the full rate. Prices for 2026-27 will be confirmed in the Spring Term 2026.**

Invoices are issued termly during the first week of each half term. Payment is due within 14 days of the date of invoice and may be made by childcare vouchers, direct payment or Tax-Free Childcare Scheme via HMRC. Further information is available from the school bursar.

Little Chalfont School reserves the right to increase fees for Little Chalfont Nursery at any time upon giving half a term's written notice.

## **Notice Periods**

A term's notice in writing is required to increase / decrease sessions or withdraw a child from Little Chalfont Nursery. Requests to decrease sessions or withdraw a child with less than a term's notice will incur parents/carers being invoiced for the term for the relevant sessions at £27 per session. Any exceptions will only be made at the Headteacher's discretion.

## **Late Payment Fee**

If 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.

## **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 of £20. The nursery teacher will raise this issue with parents/carers prior to any charges being made.

## **Infections and Illnesses**

Little Chalfont Nursery will not undertake the care of unwell children. We must be informed of any child's illness before attempting to bring the child to Little Chalfont Nursery. 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. Little Chalfont School, including Little Chalfont Nursery, follows the Public Health Agency guidelines. Please be aware children must not attend Little Chalfont for 48 hours after the final episode of diarrhoea or vomiting.

## **Holiday Absences**

Parents/carers should inform the office if they plan to take their child out of nursery during term time as this allows the nursery teacher to plan nursery activities accordingly.

## **Unforeseen Closures**

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

## **Personal Property**

Little Chalfont 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 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.