



LITTLE WILLOWS Nursery



TERMS AND CONDITIONS



TERMS AND CONDITIONS

Operating Days and Times

Little Willows Nursery is available from 8.50am to 3.30pm Monday to Fridays (with the exception of Bank Holidays and PD days) during term times only.

Sessions and Fees

The Governing Body reserves the right to make a charge in the following circumstances for provision of childcare in Little Willows Nursery.

- All 3 and 4 year olds are entitled to 15 hours per week of free early education (Universal funded hours). If parents meet the eligibility criteria they may also be able to claim an additional 15 hours a week (Extended hours). To receive 30 hours free childcare online sign-up via childcarechoices.gov.uk is required to get a code, which must be verified by the school before the additional funded hours can be authorised at Little Willows Nursery.
- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and the Little Willows Nursery application form. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.
- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year old have been offered their funded sessions.
- At the start of each school term, eligible children who were attending Little Willows Nursery in the previous term will be offered the opportunity to increase or decrease their sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing.
- Remaining sessions will be offered to children on the waiting list.
- All Nursery sessions are only available to children aged 3 and above.

Little Willows Nursery session timings and fees are detailed below:

Session	Timings	Fees
Morning Nursery	8.50am – 11.50am	£11.50 (if not funded)
Lunchtime Supervision	11.50am – 12.30pm	£2.50
Afternoon Nursery	12.30pm – 3.30pm	£11.50 (if not funded)

Where no funded sessions are used the cost of the full day in Nursery from 8.50am – 3.30pm is £25.50.

- Lunch Club session fees do not include meals. Hot meals are available to purchase from the school at a cost of £2.30 each. Meals are payable on the day they are taken or weekly/half termly in advance. Please bring payments in a named envelope. Cheques are made payable to Woodbridge Primary School or can be made by bank transfer (Account number: 00496178 Sort code: 30-99-85). Alternatively children are welcome to bring in a healthy packed lunch.

Please note that lunch time sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session.

Payment of invoices

- Invoices are calculated on the number of booked sessions each month.
- Invoices for paid sessions will be sent out as soon as possible at the beginning of each month and must be paid in full within 7 days of the date of the invoice. There is an automatic charge of £10 levied if payment is not received by the end of that month.
- Payment can be made via cash, cheque (made payable to Woodbridge Primary School) or direct bank transfer (Account number: 00496178 Sort code: 30-99-85). Full or part payments can also be made using Childcare vouchers. Please contact the school office for further information about Childcare vouchers.

Please note that if a parent/carer fails to pay an invoice within 14 days of the due date the school has the right to refuse entry into Little Willows Nursery. Should you experience any difficulties in paying Nursery fees, please arrange to see the School Business Manager in confidence at the earliest opportunity.

- All fees for sessions which have been booked are non-refundable.
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school.
- Holidays taken during term time are payable at the full rate.
- No refunds will be given due to illness, except in exceptional circumstances and at the discretion of the school.
- School lunches which have been paid for in advance will be carried over if the child does not attend a session.

Collection

You must provide us with the names and contact details of any adults authorised to collect your child/ren. We cannot release children to anyone under the age of 18 unless there are exceptional circumstances. If this situation should arise please let the school know. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list a password system will operate. ***To ensure the safety of all children, Little Willows Nursery staff will not release children into the care of anyone who is not on your authorised adult list without the correct password without gaining confirmation from you first.***

Conditions of Admission

- 1) Little Willows Nursery reserves the right to require the removal of a child/ren from the Nursery due to breach of these terms and conditions.
- 2) All Woodbridge Primary School policies apply.

Contacts

E-mail: office@woodbridgeprimary.suffolk.sch.uk

For all Nursery bookings or invoice enquires please contact Lucy on **01394 382516**

Wrap Around Care

- All children attending Little Willows Nursery have access to Willow Garden Wrap Around Care. This is invoiced separately from Little Willows Nursery and will be invoiced as soon as possible at the beginning of each month and must be paid in full within 7 days of the date of the invoice.
- Payment can be made via cash, cheque (made payable to Woodbridge Primary School), direct bank transfer (Account number: 00496178 Sort code: 30-99-85) or Childcare vouchers.
- Bookings for Willow Garden Wrap Around Care can be made by contacting the School Office or emailing willow.garden@woodbridgeprimary.suffolk.sch.uk

Willow Garden Wrap Around Care session timings and fees are detailed below:

Session	Timings	Fees
Breakfast Club	8.00am – 8.50am	£4 advance / £6 ad hoc
Early Bird Breakfast Club	8.30am – 8.50am	£2 advance / £3.50 ad hoc
Teatime Club 1	3.30pm – 5.00pm	£5 advance / £7 ad hoc
Teatime Club 2	4.30pm – 6.00pm	£5 advance / £7 ad hoc
Teatime Club 3	3.30pm – 6.00pm	£8 advance / £10 ad hoc

All aspects of this service will be reviewed annually on 1st September