

Terms and Conditions of Booking 2026-2027

Rainbows - all year round provision



Admission - Once a place has been offered and accepted, registration forms must be completed by parents/carers and a passport or birth certificate for the child must be seen by a member of the office team before a child can start on the date offered. By accepting a place, this is taken as acceptance of our terms and conditions and policies. Policies are available on our website or on request from the school office.

Deposit - A £50 deposit is required on acceptance of a place offered in the all year round provision. This will be credited against the first invoice.

Payment - Payment is required within given deadline on the date of invoice.

Payments can be made by salary sacrifice schemes, bank transfers, childcare vouchers or Tax free childcare payments. Please note that we cannot refund any overpayments for childcare vouchers or payments via Tax free childcare account.

Late Payment - Late payments will incur an administration charge of £25.00.

Absence - No refunds can be made for booked sessions that your child does not attend due to sickness, holiday, etc.

Unpaid Invoices – If parents/carers are experiencing financial difficulties, please speak to a member of the office team. Unpaid Invoices, where an agreed payment plan has not been authorised, will be forwarded to the County Solicitor for action.

Late Collection - Children should be collected between 5.45pm and 5.55pm (if you would like a handover), and by 6.00pm at the latest. A late collection charge of £10, for each 10-minutes, will be charged to parents who are late collecting their child.

Inset Days - There will be 4 Inset days this year where both term time and all year round provision will be closed for staff training. Please check the school calendar for the list of dates.

School Meals - We provide three meals each day: breakfast, lunch, and dinner, together with a morning snack.

Hot lunches are supplied by Nursery Kitchen. Charges are as follows:

- Breakfast: £1.00 per meal (available between 8:00am and 8:45am)
- Hot lunch: £3.00 per meal
- Afternoon meal (tea): £2.00 per meal

All meal charges will be charged by invoice. Please note that government-funded childcare hours cannot be used to cover the cost of meals.

Due to our meal ordering system requirements, refunds for pre-booked hot lunches or hot teas can only be issued where the school office has received written notification of the child's planned absence at least three weeks in advance. In exceptional circumstances, refunds may be considered at the discretion of the Headteacher.

To cancel any pre-booked hot lunch or hot tea, a minimum of three weeks' written notice must be provided.

Fee Increases - Parents and carers will be provided with 2 months' notice of any fee increases.



Parent Conduct - We are proud of our kind, caring, and inclusive nursery community. To maintain a safe and positive environment for our children, staff, and families, we require all interactions to be respectful. Verbal abuse, aggression, or threatening behaviour toward our team, other parents, children or other members of our school community will not be tolerated and may result in the termination of your childcare placement.

Additional Information

- * Bookings are for 50 weeks of the year.
- * We require 2 months' written notice to cancel or reduce your booking. Change to booked days or request of more days are subject to availability.
- * If you require additional sessions these can be requested and will be subject to availability.
- * Extra sessions can be booked subject to availability and will be added to your invoice.
- * No refund will be issued for cancelled extra sessions that have been booked.
- * There is no option of swapping days including: permanent booking and extra booking.
- * Once in the rainbows provision you cannot change to the Swans provision during the academic year, you will have to wait until the new academic year.

I/we agree to the terms and conditions of the school

Signed:

Date: