The Ambleside Centre
Terms & Conditions – Meadows Nursery

Funded Sessions:
- All children are entitled to up to 15 hours flexible funded education.
- The funded hours at Ambleside must be taken over minimum of 3 days.
- There must be at least one core session (9.00 – 12.00 or 1.00 – 4.00) on each day a child attends. The lunch hour can only be funded if taken as part of a full day 9am – 4pm.
- **Once allocated, funded sessions cannot be changed.**
- No swaps may be made from funded to 'paid for' or from 'paid for' to funded places.
- Any child who has not taken up their full 15 hours entitlement may apply for additional funded places at any time to increase to the maximum of 15 hours. The start date of these additional funded hours will be dependent on space and availability. The offer of these additional funded hours will be made prior to offering places to the next group of new starters.
- No places can be held – the initial offer will reserve places for the beginning of the next term; any untaken hours can be applied for as above but cannot be held for mid-term start and specific sessions cannot be guaranteed.
- When you have been offered and have accepted a funded place, information will be shared between Ambleside and Wokingham Borough Council for the collection of data on funded hours, attendance and other information as well as any other providers and professionals directly involved in caring for your child so that they have a better understanding of the needs of your child and your child's school once you have been offered a school place. Please see Privacy Notice for Pupils and Parents. This means that the information will only be used as stated above, it will be kept safe and secure and you have the right to see what information is being kept on you.
- A deposit of £30.00 is payable to hold your place. This will be returned to you once your child has started at Meadows or used against deposit/fees for any additional payable hours.

Extended Entitlement of additional 15 hours funding:
- Some parents may be entitled to an additional 15 hours of funded education.
- Parents may only take the "stretched" offer if entitled to the additional funding.
- Should parents lose their entitlement to the additional funding, these hours will be removed and the main Funded hours only will remain. Therefore, Meadows will not take children for extended entitlement hours only.
- Parents may pay for these "lost" sessions but a deposit will need to be paid immediately and Terms and Conditions for "Paid for" sessions will apply as detailed below
- Any extended funded sessions lost will only be held in line with government recommendations and will be allocated to other parents once the grace period has passed.

Terms and Conditions of Extended Entitlement Hours will be amended in line with government changes.

'Paid for' Sessions:
Applications – regular booking:
- Applications may be made for 'paid for' sessions at any time. However, the Head Teacher may notify parents at any time that no further requests for additional 'paid for' sessions will be considered during the current term.
- If additional sessions are agreed they will be booked for the remainder of the child's time at Meadows unless an alternative booking period is requested in writing at the time of booking.
- When a place is available, you will be notified that a reservation has been made. Receipt of the required deposit will secure the place.
- Four weeks notice of cancellation is required in writing.

Applications - one-off booking:
- Applications for additional 'one-off' sessions will only be accepted one week before the required session.
- If a place is available and the booking is approved by The Senior Leadership Team you will be notified. Full payment must be made before the session.

Applications – Out of Term sessions (Holiday Club):
- Applications for Out of Term sessions are made separately to other Meadows sessions.
- All applications received before the closing date will be handled in order of receipt on the following basis:
    - Current children attending Meadows who have attended for at least half a term
    - Children who have previously attended Meadows but are no longer here (a new registration form must be completed for each holiday period booked) and all fees paid before the holiday period commences.
    - Children who have never attended Meadows or Pastures nurseries (a registration form must be completed for each holiday period booked) and all fees paid before the holiday period commences.
- Full payment is required for Out of Term sessions to secure the place unless we already have a deposit, when you will be invoiced accordingly.
- Cancellations without charge will only be accepted up to the closing date for bookings.
- Sessions may not be run or may be amalgamated with Pastures if the number of children booked is too low.

Deposits:

- An additional deposit is required to secure a place for all 'paid for' sessions except Out of Term and any occasional 'one-off' bookings. *(See sliding scale below).*
- The deposit will be returned in full at the end of a child's time in Meadows or provided the required notice has been received and no fees are outstanding. The deposit may be used towards a child's final invoice.
- The deposit may be lost if payment of fees is late by more than 1 week (and the place allocated to the next child on the waiting list), or if four weeks notice is not given before leaving.
- A deposit may be paid by cash, cheque (made payable to Wokingham Borough Council). Childcare vouchers cannot be used to pay a deposit.

Billing:

- Monthly invoices will be issued outlining all fees due. Receipts will only be issued to acknowledge cash payments.
- Invoices will be available through the Famly app and sent as a PDF via email. It is parents' responsibility to ensure they have received an invoice and act upon this information.

Payment of fees:

- Our preferred method of payment is via the Famly app using bank transfer or tax free child-care vouchers.
- It is parents' responsibility to make payment by the due date of the 1st of each month i.e. payment in advance of sessions.
- Payment must clearly indicate the name of the child the payment is being made for.
- If payment is not made by the due date, a reminder will be given, allowing 1 week to make payment.
- If payment is not made by the end of that, the place and deposit may be lost and the place allocated to the next child on the waiting list.
- If payment is worked out yearly and regular set payments are made by standing order or/and child-care vouchers each month then a small amount outstanding (less than a week's fees) would be acceptable.
- Bounced cheques will be viewed as missed payments and treated as above.

Refunds:

- If the Centre has to close or we take the decision to close due to events or circumstances beyond our control, we shall be under no obligation to provide alternative childcare facilities to you or refund sessions.
- No reduction is available for sessions not used, planned or unplanned.
- The cost of food for any meals normally taken will be refunded on receipt of a signed planned absence form with two weeks' notice as long as your child will be missing a whole session.
- Refunds cannot be made for excess fees paid by Childcare vouchers.

Sliding Scale for deposit

Parent pays (per week)	Deposit due
£0 - £5	£10
£5.01 - £10	£25
£10.01 - £15	£45
£15.01 - £20	£65
£20.01 - £30	£90
£30.01 - £40	£135
£40.01 - £50	£180
£50.01 - £60	£220
£60.01 - £75	£270

Parent pays (per week)	Deposit due
£75.01 - £100	£350
£100.01 - £125	£450
£125.01 - £150	£550
£150.01 - £175	£650
£175.01 - £200	£750
£200.01 - £225	£850
£225.01 - £250	£950
£250.01 - £275	£1050
£275.01 - £300	£1150

N.B. Fees are reviewed annually with any changes usually taking place in April.
Any increase by our caterers for cooked lunches will be passed on to parents with a minimum of one month's notice.

Should any changes mean your deposit/holding fee falls in a different sliding scale band, then that band will become applicable.

Dietary Requirements – Breakfast, Lunch, Tea

Please inform the office if there have been any changes to your child's dietary requirements since completing your initial information Consent form.

Dropping off/collection

For the 8.00–9.00am session, children may be dropped off any time between 8.00 and 9.00 am but breakfast is only available until 8.30am.
For the 4.00–5.00pm and 5.00–6.00pm sessions, children may be collected at any time. Tea is available at 4.15pm.