

BOOKINGS

- Booking sessions at **Little Wrens** must be made in advance and have to be for regular weekly sessions for a full term (regular morning and/or afternoon sessions each week) to support the staffing and other legal and organisational requirements needed to run the provision safely and effectively. Booking for sessions will be reviewed termly.
- All children must be 3 years old to attend Little Wrens. When a child turns 3, they can have a place at Little Wrens if places are available but these sessions must be paid for. Little Wrens session prices are outlined on the Session Request form.
- From the start of the term AFTER their third birthday, 3 year old children are entitled to 15hrs free childcare. Some children will be entitled to 30hrs free child care.
- A booking for **Little Wrens** (3-4 year old provision) is deemed to have been accepted when the completed and signed Requested Sessions form has been submitted and the required places have been confirmed in writing by the School. In all cases, acceptance of places will be subject to availability.
- The school cannot accept ad hoc booking requests.
- If a legitimate emergency arises and if a place is available, the school will accept a late session request.
- Once sessions are confirmed, a **Parental Declaration Form** must be completed for all children starting the term after their third birthday and be returned to school, so that the child's details and confirmed sessions can be inputted to the school's Portal (Free Early Education Entitlement).
- An **Enrolment Form** and a **Terms and Conditions form** must be completed for all children with confirmed sessions at Little Wrens

FULLY BOOKED SESSIONS

- In the event of days being fully booked at Little Wrens, a waiting list is in operation. The following criteria will be applied:
 - Parents whose child already has a sibling attending the school will be given first choice of available space.

REASONS WHY YOUR BOOKED SESSIONS MAY CEASE

- School reserves the right to decline an application or to withdraw places in the following incidences:
 - where payments are in arrears
- If Little Wrens is unable to meet the needs of a child, the school will work with the parent to access Early Years help support for the child through the school's SENDco.

PAYMENT PRIOR TO RECEIPT OF FREE 15 / 30 HR ENTITLEMENT OR IN ADDITION TO 15 HR ENTITLEMENT

- A Little Wrens invoice will be issued monthly, in advance, for:
 - sessions booked from the child's 3rd birthday to the start of the term after their 3rd birthday
 - additional booked hours (beyond the 15 hrs FEEE)
- Payment must be made upon receipt of invoice as detailed in invoice. Any invoice not paid within 10 days of the date shown on the invoice will be subject to a £20 late payment fee.
- Non-payment will jeopardise the child's place until the debt is cleared in full. This place will be offered to another child if there is a waiting list for any/all of the sessions.
- For circumstances, where paid for sessions are requested and agreed (eg due a parent's increased working commitment), payment will be added to the monthly invoice.
- Where an agreed but rare emergency session is allocated, payment will be at the point of booking.
- Payment may be made
 - online using [ParentMail](#)
 - by cheque (made payable to Cheshire East Council)
- Every booked session is payable even if not attended due to illness or holidays.

SAFEGUARDING AND WELLBEING

- An **Enrolment Form** must be completed
- 3 different contact numbers for each child must be given in case of an emergency. These must be kept up to date.
- School will be given the name of the person (s) responsible for pick-up.
- Where there is change to the person picking up the child, school must have this in writing, via email or in a telephone call with the Head-teacher or school administration only. School will not let a child go home with someone else without this formal communication.
- Any medical needs / allergies must be recorded and discussed with staff.

CHANGES AND NOTICE

- Four weeks cancellation notice is required to cancel a paid place at Little Wrens.
- Changes to the booking requirements can only be made termly. Sessions not used during this duration will be chargeable.

I have read and understood and agree to comply with Little Wrens Terms & Conditions.

Child(ren) Name:

Signed:

Print Name:

Date: