

02 December 2022

Dear Parent/Guardian

**Nursery Sessions Spring Term 2023 Babies**

To enable us to allocate places in Nursery from the 20th of February 2023, please could you kindly complete the form to indicate the sessions you would like your child to attend. We will consider a number of criteria when allocating spaces, taking into consideration the days and sessions that you have requested, and whether your child has siblings in the school. We hope to offer you all places but if we are not able to offer you the session/s you have requested, you will be placed on a waiting list and as soon as a place becomes available we will let you know.

Please be prompt in completing, returning the session request form by the **15th December 2022** emailing the form to [admissions@lingfieldcollege.co.uk](mailto:admissions@lingfieldcollege.co.uk).. Please note that we require all Nursery children to attend a minimum of 3 morning sessions per week in the Baby Room.

Please note that once sessions have been allocated for the term, we do not anticipate being able to provide any changes to the offered sessions for the remainder of the term. The 50-week option allows for various discounts, so flexibility in booked sessions at the beginning of the new terms can unfortunately not be offered, therefore changes made to your sessions during the term will not be accommodated without the required notice period. Whilst sessions already confirmed for the term cannot be changed, we will endeavour to accommodate any ad hoc additional sessions at the discretion of the Nursery Manager. Availability will be dependent upon spaces being available on a particular day, overall class numbers and staffing ratios. Please note that the Nursery closes for all bank holidays and two days in August for staff training.

**Ad Hoc Sessions**

Ad hoc session bookings will require the completion of a separate booking form. Please see the attached ad hoc form, please retain this for future use when booking ad hoc sessions. Any requests for ad hoc sessions should be made directly to Mrs Vickery by sending an email to [earlyyearsadmin@lingfieldcollege.co.uk](mailto:earlyyearsadmin@lingfieldcollege.co.uk) . These sessions will be added to your invoice and can be viewed on FAMLY. **Please note that all ad hoc sessions will be charged at the full rate and no discounts or funding will be applied.**

**50 week/Term-time**

You will have the option to book a term-time only option or a 50 week a year option. If you book the 50 week a year option, your child will be registered for and can attend their sessions during all school holidays. Please be aware that the nursery closes for two-weeks over the Christmas period, dates of which will be confirmed at the beginning of each academic year.

Certain benefits apply for children booked for 50 weeks throughout the year, these being;

* An additional 2-week credit in fees for family holidays annually.
* A 5% discount if a child attends 8.30am to 3.30pm full time (5 full days) if not in receipt of EYFE funding and a 10% discount will be applied if a child attends 7.30am to 6.00pm full time (5 full days) if not in receipt of EYFE funding.

For those families using the 50 weeks a year cover we would be grateful if you could advise Mrs Vickery when your child will not be in school also stating if you would like to attribute their absence to their 2-week family holiday allowance.

If you choose to book your child in for the term-time option, you will be given an opportunity to book ad hoc sessions during all school closures.

**Future Changes to Invoicing**

As you are aware we have now implemented the use of our new Nursery Management Software, FAMLY. As we have had positive user experience feedback we are now working towards invoicing through FAMLY. We will be sending a letter detailing our new invoicing process in due course.

**Baby Nursery Sessions & Fees**

*(School Year 2022/23)*

|  |  |
| --- | --- |
| **Session times** | **Session Price** |
| 7.30am to 8.30am | £8.00 including breakfast |
| 8.30am to 12.30pm | £43.00 including lunch |
| 8.30am to 3.30pm | £61.00 including lunch |
| 3.30pm to 6pm | £17.00 including tea only available if booked onto a core day |
| 7.30am to 6pm | £85.00 includes breakfast, lunch and tea |

Ad hoc sessions will be charged at the same rate.

**Payment Terms**

Fee accounts are payable on or before the first day of each term. No reimbursement, time in lieu or the swapping of sessions for all absences including sickness or holiday.

If you have any questions, please do not hesitate to contact either myself or Mrs Wilson on [earlyyearsadmin@lingfieldcollege.co.uk](mailto:earlyyearsadmin@lingfieldcollege.co.uk)

Yours sincerely,

TVickery

Mrs Tiffany Vickery

Nursery Manager

Logo, company name

Description automatically generated**Lingfield College Prep Nursery**

**Baby Room Nursery Sessions for Spring Term 2023**

*We require Nursery children to attend a minimum of 3 morning sessions per week in the Baby Room.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of child:** |  | **Start Date:** | **Under 2’s** |

|  |  |  |
| --- | --- | --- |
| **Please confirm your child’s level of attendance.** | **Term time only** | **50 weeks per year cover** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Breakfast** | **Morning session**  **inc. lunch** | **Core day** | **Afternoon session**  **inc. supper** | **Wrap around care** |
|  | **1** | **2** | **3** | 4 | 5 |
|  | 7.30am - 8.30am | 8.30am - 12.30pm | 8.30am – 3.30pm | 3.30pm – 6pm | 07.30am – 6:00pm |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

**Sessions Required (please tick box required)**

Parent/Guardian signature: Parent/Guardian Name: Date

**Baby Room Lingfield College Prep Nursery**

Logo, company name

Description automatically generated**Ad Hoc Session Request Form Spring Term 2023**

|  |  |
| --- | --- |
| Name of Child: | Class |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates required | | Ongoing Ad hoc sessions | |
|  |  | Day/s: | |
|  |  | Date from: | Date to: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Breakfast** | **Morning session**  **inc. lunch** | **Core day** | **Afternoon session**  **inc. supper** | **Wrap around care** |
| **1** | **3** | **4** | **6** | **7** |
| 7.30am - 8.30am | 8.30am - 12.30pm | 8.30am – 3.30pm | 3.30pm – 6pm | 07.30am – 6:00pm |
| £8.00 | £43.00 | £61.00 | £17.00 | £85.00 |
|  |  |  |  |  |

***Amount payable Charges will be added to your next invoice.***