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5 July 2019

Dear Parents

I am writing to notify you of a number of improvements which the Directors have recently agreed including amendments to our sessions, fee structures, billing procedures and Admission and Charging Policy. This follows extensive consultation with staff and feedback from parents.

The changes include:

- Allowing nursery children to access term time only sessions in all rooms
- Simplifying our session times across nursery rooms to match school hours
- Amending our invoicing cycle so that sessions are invoiced in arrears
- Reducing the cost of some sessions
- Continuing to include breakfast and a light snack in our wraparound care costs
- Including nursery snacks in the session prices
- Setting up a provision for all year round nursery children to take a two week holiday without incurring costs or losing their place
- Revising our Holiday Club offering to include varied and stimulating activities which will appeal to all children

Attached to this letter is a new Admission Form which details our new sessions and prices, together with an updated Admission and Charging Policy (including Terms & Conditions of Use). The new fees and changes will be effective from 1 September 2019. This means that:

- All August sessions already booked have been invoiced.
- At the beginning of September 2019, you will be sent an arrears invoice/statement of your account for any additional or changed sessions during August 2019.
- At the beginning of October 2019, you will be sent an arrears invoice for September 2019 sessions.
- From then on, all invoices will be issued at the beginning of each month for the previous month with a 15 day payment term.

In order to ensure that all information relating to your child is up to date, please complete attached new Admission Form and return it to the Centre office before 19 July. If you have already completed the new form for this summer's Holiday Club, you need not complete it again, other than the pages relating to sessions, as below.

***From Little Acorns to Mighty Oaks***

The Admission Form now includes a session booking form and you will need to complete this and return it at the same time so that we can ensure that your child can attend the new session times from September. Please note that if you do not return the form, your child will not be booked onto any sessions from 1 September as we will not be automatically transferring children from current sessions to the new sessions.

In addition, if you access funded sessions, you must complete and return the attached Parent Declaration Form for Early Years Entitlement.

I recognise that there will be a period of change and please contact me if you have questions. I am confident that the review of our sessions will be of benefit to all our parents.

Thank you for your continued support.

Yours sincerely

Lorna Hodgett  
Centre Manager