



The Little Firefly: Terms and Conditions

1. Operations & Structure

- **Online Information:** All childcare options, schedules, and fee rates are published at www.thelittlefireflyforestschool.co.uk.
- **Termly Structure:** The Little Firefly operates across three terms annually:
 - **Autumn Term:** Late August – December
 - **Spring Term:** January – April
 - **Summer Term:** May – August
- **Minimum Attendance Commitment:** Forest School pedagogy relies on long-term participation to support childhood development and well-being. Therefore, children enrolled on private fee-paying places are required to commit to a minimum of one full term at a time. *(Note: This minimum term requirement does not restrict or condition access for families accessing Stand-Alone fully funded entitlement hours).*

2. Fees, Invoicing & Payment

- **Fee Notification & Invoicing:** Termly fees and monthly invoices will be issued in advance. Parents/carers may pay termly in full or in monthly installments. Invoices clearly separate zero-rated government-funded entitlement hours, voluntary additional service charges (Food, Consumables, Activities), and private fee-paying hours.
- **Fee Reviews:** Fees are reviewed annually. Written notice of any fee adjustments will be provided at least one full term before they take effect.
- **Payment Due Dates:** Fees must be paid 7 days prior to the first day of the term, or 7 days prior to the start of the calendar month.
- **Childcare Vouchers & Tax-Free Childcare:** Voucher and Tax-Free Childcare payments must be credited to our account by the 1st of each month. If your voucher provider is not listed on our website, please contact management to arrange setup.
- **Late Payments:** Payments received after the due date will incur a late fee of £5.00 per 24-hour period of non-payment. If an account remains unpaid in full (including accrued late fees) after 14 days from the invoice due date, the nursery reserves the right to suspend or terminate the child's place.

3. Early Years Government Funded Entitlements



- **Entitlement Access:** We deliver 15-hour and 30-hour government funded entitlements via a stretched model over 45 weeks per year (plus 1 unfunded operational week in Buckinghamshire).
- **Stand-Alone (Fully Free) Offer:** Universal and working parent entitlements may be accessed completely free of charge under our Stand-Alone Offer. Families selecting this option are not subject to mandatory additional charges, minimum private session commitments, or non-refundable waiting list deposits.
- **Voluntary Enhanced Experience Charges:** Charges for enhanced staffing ratios (1:4), specialized Forest School leaders, organic snacks, and enriched resources are voluntary. Detailed fee schedules and Stand-Alone options are set out in our *Admissions & Early Years Entitlement Policy*.

4. Notice Periods, Reductions & Termination

- **Notice Requirement:** To withdraw a child, reduce attending days, or alter scheduled days, parents must provide **one full term's written notice** to the Nursery Manager.
- **Notice Deadlines:** Notice must be submitted by the end of the first week of the current term to take effect at the end of that term:

Exit / Reduction Date	Notice Deadline
End of Spring Term	End of Week 1, Spring Term
End of Summer Term	End of Week 1, Summer Term
End of Autumn Term	End of Week 1, Autumn Term

- **Mid-Term Notice & Fees in Lieu:** Mid-term withdrawals are not permitted for paid hours/services. If a child is withdrawn immediately without serving one full term's written notice, a sum equal to **one full term's fees in lieu of notice** will remain immediately due and payable.



- **Termination by Nursery:** The nursery reserves the right to terminate a place immediately in cases of persistent non-payment, breach of terms, or unacceptable parental conduct as defined in our Admissions Policy.

5. Attendance, Swapping & Extra Sessions

- **Swapping Days:** Permanent day-swaps must be requested in writing and are subject to space availability. Permanent day-swaps cannot be guaranteed, and temporary/ad-hoc day-swapping is strictly prohibited.
- **Decreasing / Increasing Days:** Requests to decrease days require one full term's written notice. Requests to increase days may be accommodated at any time, subject to available capacity.
- **Ad-Hoc Sessions:** Extra sessions may be requested via email (thelittlefireflyforestschool@gmail.com) with at least 7 days' notice. Availability will be confirmed via email, and costs will be added to the following invoice.

6. Clothing & Daily Requirements

- **Required Kit:** Children must arrive in appropriate day wear, wearing full-length trousers at all times. Parents must provide sturdy outdoor waterproofs (winter waterproofs in cold weather), thermals, hats, gloves, and wellington boots in winter, or closed shoes and light long sleeves in summer.
- **Property:** A spare change of clothes must be provided daily. All items must be clearly labeled with the child's name. The Little Firefly accepts no liability for lost or damaged personal property.

7. Food & Nutrition

- **Snack Provision:** Morning and afternoon snacks (cooked over an open fire when weather permits) are included for fee-paying families and families opting into the voluntary *Enhanced Experience Package*.
- **Packed Snacks:** Families accessing Stand-Alone funded places who choose to opt out of food charges must provide a healthy packed snack in line with our nursery nutritional guidelines.

8. Sickness, Absence & Medical Guidance

- **Absence Charges:** Fees remain payable in full for any absence, illness, or personal holiday. Refunds or make-up sessions are not provided for non-attendance.



- **Exclusion Periods:** Children suffering from infectious illnesses, fever, diarrhea, or vomiting must be excluded from the setting for a minimum of **48 hours** clear of symptoms before returning.
- **Medical Conditions & Medication:**
 - Children may not attend within 24 hours of receiving a first-ever dose of new medication.
 - Prescribed medication will only be administered if supplied in its original container, clearly labeled by a pharmacist with the child's name and dosage, accompanied by a signed Medication Consent Form.
 - Liquid paracetamol is the only non-prescription medication held on site and will only be administered in an emergency with verbal/written parental consent while collection is underway.

9. Arrivals, Collections & Security

- **Operating Hours:** The setting operates strictly from 8:30 AM to 4:30 PM.
- **Authorized Collection:** Children will only be released to individuals designated on the enrolment form. Any temporary collection changes must be submitted in writing with a photo ID provided for the collector.
- **Late Collection Fees:** Late collections compromise staff-to-child statutory ratios. A late fee of **£5.00 plus £1.00 per minute** will be levied for collections after 4:30 PM, payable directly to the supervising educators on duty.
- **Impairment Guardrail:** Staff will not release a child to any individual who appears unfit to ensure the child's safety due to the suspected influence of alcohol or drugs. Emergency services/safeguarding teams will be contacted as required.

10. Safeguarding & Child Protection

- **Statutory Duty:** As an Ofsted-registered provider, we follow all Local Authority Safeguarding Children Board procedures. We have a legal duty to report any concerns regarding child welfare or suspected abuse/neglect to relevant statutory authorities.

11. Closure & Force Majeure

- **Scheduled Closures:** The setting is closed on all public/bank holidays, 2 weeks over Christmas, 1 week over Easter, and 3 weeks in the summer. Fees are not charged for bank holidays.



- **Inset Days:** Up to **4 staff inset training days** may be scheduled per academic year with at least 8 weeks' advance notice. Inset days are fee-bearing, and replacement days are not provided.
- **Emergency Closure (Force Majeure):** In the event of severe weather, illness outbreaks, or severe operational disruption beyond our control, the nursery may close temporarily for safety. Fees are non-refundable during force majeure closures, as operational costs and staff salaries remain active.

12. Policy Revisions

- The Little Firefly Forest School reserves the right to update these Terms and Conditions. Parents/carers will receive written notification of any revisions prior to implementation.