



Holiday Scheme Policy

Holiday Schemes are designed to provide parents with opportunities for their child to be looked after in safe surroundings that are familiar to them. The activities offered are art, craft, cooking, messy play and outings when there are small groups. Parents are not obliged to send children to Holiday Scheme, but most parents whose children are currently registered also book holiday schemes for their children. If your child has previously attended the nursery or if they have never attended, you can also bring them in provided you fill out the 'Holiday Scheme Registration Form' that is available on our website www.lgplayhouse.co.uk. This helps us have an updated record of your child in case of emergencies.

Once your child is registered, you can use our booking form online to book for Holiday Schemes. Please note that we do not provide invoices for this service. We are only able to provide a handwritten receipts if requested. We expect payment to be made in advance before children start their session. If it is not possible for you to come before hand to make payment, we can accept payment the first morning of the Holiday Scheme. We cannot accept children without payment being made. If we haven't received payment by the first morning of Holiday Scheme, we reserve the right to cancel the registration and refuse entry to your child until payment is processed. The charges for holiday schemes are separate from Term fees. You will find pricing and session details on our website in the Holiday Scheme section.

We expect all **payments to be made in cash** so that we can accommodate the below refunds: Please note that if your child is ill and cannot attend holiday scheme on the days you booked, we will offer you a 50% refund that is applicable on the days that they couldn't attend. If you have booked holiday scheme in advance and change your mind about sessions, you will need to make any changes by emailing us on contact@lgplayhouse.co.uk within 7 days of initial booking. We can then make adjustments and issue refunds accordingly. If any changes are made after 7 days, adjustments may be considered at the discretion of management but refunds will not be issued.

This policy was adopted on	Signed on behalf of the nursery	Date for review
7th May 2019	Trezza Drury	July 2020