
Change of Session Policy

Sessions can only be swapped/ changed 4 weeks in advance, no short notice is accepted due to working in accordance with regulations of ratios required by Ofsted.

There is a £5.00 charge for changing/ swapping sessions.

If a parent/ carer wants to change/ swap a session then they need to put it in writing, preferably by email to the nursery manager or deputy manager - when agreed, the £5.00 charge will be charged on your account.

Please note that sessions will NOT be granted without the £5.00 administration fee.

All changes of sessions is on the discretion of the nursery manager/ deputy manager.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023