

# Lilliput Children's Day Nursery Ltd

## Prospectus



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A Bright Future Starts Here.

**Lilliput Day Nursery in Kings Heath** is privately run, and offers nursery care for children between the ages of 3 months to 5 years, accommodating a total of 40 children.

The aims of the nursery;

- To provide a happy, safe, stimulating environment where children are offered a full range of fun experiences and activities which are planned to promote development and learning.
- To ensure the welfare and safety of the children is maintained and to safeguard all children.
- To ensure that every child is treated with equal respect and that their individual needs are met by working in partnership with their parents.
- To promote understanding of the cultural diversity of our society and ensure that no child is discriminated against for any reason.
- To maintain confidentiality regarding our children, their families and our staff.
- To provide a full educational grounding following the EYFS in all development areas: (Communication and Language, Personal, Social & Emotional, Physical, Literacy, Mathematics, Understanding the World and Expressive Arts & Design.), whilst ensuring the children's safety and enjoyment.

**A bright future starts here.**

## Our Team

We adhere to staff ratios as set out in The Children act 1989 and the EYFS.

The requirements are:

	Children Act
0-2 years	1:3 staff ratio
2-3 years	1:4 staff ratio
3-8 years	1:8 staff ratio

**At Lilliput Day Nursery** all our senior staff are qualified to level 3 and have post qualifying experience.

Nursery Nurses are qualified to Level 3.

Nursery assistants are working towards gaining level 3 qualifications.

They work together as a team to promote a positive, fun, educational and caring environment for your children to play and learn.

The children's day is planned to their individual needs and developmental areas following their next steps and interests.

### Baby Room

Rainbow room is our baby room aged from 3 months until they are 2 years old. It is a bright, colourful and stimulating environment. Toys and activities are provided such as stacking rings, bricks, fabric books, natural resources and shape sorters to encourage the early development of hand eye co-ordination, fine and gross motor skills and develop curiosity and social interaction.



There is a separate milk kitchen, sleep room and changing area. 12 babies are accommodated in here with 4 staff caring for them and continually supervising them. The sleep room is monitored every 5 minutes with staff physically checking each sleeping baby and recording this. There is also a window so that staff can always see the sleeping babies.

Our babies are encouraged to be independent with their drinking and eating when they are ready. Activities are provided including art (messy and sensory exploration), music and physical play that are age and developmentally appropriate.

Individual routines are followed to fit in with home life. We display photographs with information on individual requirements for children such as nappy changing and sleep routines.

The staff promote language skills through verbal games, rhymes, song bags and stories in addition to their normal verbal interaction with the children.

At the end of each day, parents are given a daily diary stating how their child's day has been, what they have eaten and drunk, nappy happenings, any developmental milestones and sleep times. There is also a space provided for parents/carers to communicate with the nursery, key workers and information such as weekend news or sleepless nights.

#### Daily Requirements

- Nappies, wipes and a Zinc and castor oil cream are provided for all children needing them. If you require any other, we ask that you bring them in.

- Parents are asked to provide sterilised bottles for the babies, clearly labelled and the milk powder measured out into separate tubs so that we can make the feeds up. Also, in the case of your baby needing extra milk, we ask you to provide small cartons of ready made formula milk.
- Breast feeding mothers are welcome at any time to continue to feed their baby. This can be done in the baby room or in the privacy of our comfortable staff room.
- Please provide a change of clothes for children as they will engage in messy play/water play etc.

Please note:

We provide nappies and wipes and an own brand zinc and castor oil cream. If you wish to use a specific brand you may need to provide these yourselves with no reduction in fees.

## Little Learners Room (2-3 year olds)

This is a large, bright, spacious room with access to an outdoor courtyard area. This room accommodates 12 children and 3 staff.

The children in here will do messy/creative activities such as painting, play dough, sand and water play which are accessible every day and quieter activities such as story time, construction, drawing, get together time and role-play. The children in here also have access to lots of natural and recycled resources.

A planned routine is provided allowing for free play and more structured activities that are appropriate to the children in this room and that also follow their individual learning and developmental needs. Activities are provided that encourages the children's social and emotional development and their language, intellectual and physical skills.

In this room we encourage the children to begin toilet training. Little Learners have their own bathroom with 2 toilets and sinks. There is also a nappy changing area. Staff remain in ratio and access the bathroom throughout the day.

We are able to offer 15 hours funded places for eligible 2 year olds. (15 hours a week, term time only)



## Pre-school Room (3-5 years)

This room is on the first floor of the nursery. The 16 children are cared for by 2 members of staff across two rooms with their own toileting facilities as this helps to prepare them for school.

The children follow a more structured routine in here although there is still plenty of opportunity for free play. They have different areas within the room that relate to the different areas of the EYFS such as a construction area (to link with Mathematics/ Expressive Art & Design), Role Play area, Story Corner etc.

Planned activities cover the following areas of learning to meet The Early Years Foundation Stage. The nursery is registered for taking nursery education funding for 3 and 4 year olds. \*(conditions apply & in the case of more than one child attending from the same family, the older child is not eligible for the 10% discount if using a funded place.)



## The Garden

All our children have the opportunity to go outside several times a day. We have a lovely garden with a small courtyard. We provide all in one rain suits and wellies so that children are able to access the garden and get messy and creative whatever the weather.



## EYFS

We work towards the Early Years Foundation Stage Principles (EYFS) which is essentially a curriculum for Nurseries implemented by the government and OFSTED. The document identifies three prime areas of learning and four specific areas of learning which we will aim to cover each day.

**The prime areas are :**

- Personal, Social & Emotional Development (PSED)
- Physical Development (PD)
- Communication & Language (CL)

**The specific areas are:**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design



We encourage child-led learning, where we listen to the children and allow them to decide what activities/toys they are interested in.

Our planning is available on the wall for all parents to see and add to if they wish.

**"Children learn best when they are relaxed and having fun. This happens when they are playing"**



### Settling in/Key Worker Role

Your child will have their own key worker for the period of time they are in a room. You will both be able to build up a positive relationship which will help all parties work together for the benefit of your child during their time with us. The key worker will make observations on their progress using Tapestry, our online learning journey.

Leaving your child for the first time is one of the hardest things you will do. We offer a settling in period where parents can stay as long as they feel they need to. You are welcome to call or come to the nursery at any time and staff will work alongside you to help both you and your child settle into Lilliput.

We recommend that part time children attend for at least 2 days/sessions a week. From our own personal experience, we have found that any less than this, the children

find it hard to settle, although each child is different and some children may be fine with attending once a week.

We also have events and workshops within the nursery where parents are encouraged to come and spend time with their child and their key worker. We hold several of these during the year doing activities such as Arts & Crafts, Cooking & Christmas crafts.



### Meal Times & Menu

Breakfast, mid-morning snack, a freshly cooked lunch and afternoon tea are provided for the children with fresh drinking water available all day in all rooms. Dietary requirements are catered for and all staff are made aware of these. We cater for various special diets and have experience with food allergies. All dietary requirements are discussed fully before a child starts.

Examples of our typical menu are as follows;

Breakfast	Mid morning snack	Lunch	Tea	Alternative
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Cereals, toast, scotch pancakes, yogurt, dried fruit, milk, diluted fruit juice or water	Fresh fruit, carrot or cucumber, hummus, bread sticks, wholemeal toast, milk or water	Cottage pie, carrots, peas and gravy. fruit crumble, Roast dinner, fresh fruit salad. Fish pie, peas, carrots & parsley sauce, bananas & custard	Cream crackers, cheese. Assorted sandwiches, beans on toast, pizza, yogurt, fresh fruit. Milk or water	A variety of alternative options are available depending on children requirements
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**Meals are served at the following times;**

Breakfast	7.30am-8-30am
Mid morning snack	10.00am
Dinner	12.00pm
Afternoon tea	3.15pm/3.30pm

At **Lilliput Day Nursery** meals times are a social occasion where children can learn to chat to others, feed themselves and continue to learn table manners. Little Learners and Preschool children are encouraged to help serve the meals safely using the appropriate equipment.

## Special Needs

**Lilliput Day Nursery** is committed to including all children and their families equally, regardless of ability or special needs. We will work with the family and other professionals to ensure this is achieved where possible. We have our own Senco coordinator who has built up a close relationship with the Birmingham Area SENCO.

## Safety

**Lilliput Day Nursery, Kings Heath,** has 2 entrances accessed via a data entry system with CCTV on doors which is recorded 24 hours a day. 1 entrance is for parents accessed only via the garden to the nursery. The other entrance to the nursery is accessed from the front car park and is for visitors only. Each parent will pay a £6.00 deposit for each key fob which gives you access into the nursery. This must be kept safe to ensure children and staff safety. If at any time you need to arrange for someone else to collect your child, please inform staff in advance and use the pre-arranged password with a brief description of the person collecting, all to

ensure the safety of your child. If in doubt, staff will not let your child go without confirming with the parent.

All staff complete health and safety checks on their rooms daily and we have a Health & Safety Co-coordinator who completes weekly checks around the nursery and reports any issues to management.



All children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions. We encourage you to add to it by uploading your own photos and comments, or commenting on observations made by us.

This helps to provide a strong partnership between the setting and home as encourage and promote the children's ongoing development from when they first attend nursery through to when they leave to attend primary school.

### Parents Comments/Views

"Thank you for the Tapestry link. The site is fab, really enjoyed looking at what my child gets up to at the Nursery. It's lovely to see the pictures and videos too. What a great resource! Thank you"

"Tapestry has been fantastic for us and it's very simple to use and access. Every week I can't wait for a new observation to inform me of what my child is doing. Genius idea!!!"

"I have found Tapestry really useful and have thoroughly enjoyed watching videos and seeing pictures of my child at nursery. Its' great to get an insight of what is going on in his nursery life as it is not always easy to find out this information from the children. It is also very easy to use and to upload your own videos and pictures to enhance what has been taught in the classroom."

## Parent/Nursery Communication

### Newsletters

Once a month, you will receive a newsletter either via e-mail or paper copy if preferred. It will contain information on the previous month, important dates and future events, staff news, room news etc.

### Parents Evening

We hold parent's evenings for each room 3 times a year. These fall around the same time as we complete the children's progress checks. We inform you in advance so you are able to book a time slot with your child's key person.

During this time, you can discuss your child's progress and share ideas with us to help us work in partnership to promote your child's future development.



### Open Door

We aim to have a very open and honest relationship with our parents so offer an open door policy, which allows parents to come to management or staff at any time should they wish to.

### Parents Comments, Ideas & Opinions

Situated in the corridor we have our parent partnership notice board which displays comments from parents which we welcome as improvements or praise. We feel this is a big part of parent partnership as we are able to use them to further develop the nursery and continually improve what we do.

Lilliput Day Nursery  
1st April 2018

**Non refundable registration fee\***  
**£50.00 for all fee paying and additional hours children**  
**Refundable deposit\***

**£25.00/£50.00 for all funded only, zero cost children. Any extra hour or part hour £8.50**  
*(\*conditions apply, please see Admissions and waiting list policy. A full time discount applies)*

**Babies & Little Learners 0-3 years**  
**Minimum of over 2 days/2 sessions a week 8.00am - 6.00pm**

	1 Day	2 Days	3 Days	4 Days	5 Days*
<b>Per Week</b>	52.50	105.00	157.50	210.00	236.78*
<b>Per Month</b>	223.13	446.25	669.38	892.50	1006.32

**8.00am - 1.00pm (minimum of 2 sessions a week)**

<b>Per Week</b>	34.65	69.30	103.95	138.60	173.25
<b>Per Month</b>	147.27	294.53	441.79	589.05	736.32

**1.00pm - 6.00pm (Minimum of 2 sessions a weeks)**

<b>Per Week</b>	33.60	67.20	100.80	134.40	168.00
<b>Per Month</b>	142.80	285.60	428.40	571.20	714.00

**School Day\* 9.00am - 4.30pm (Minimum of 2 days)**

<b>Per Week</b>	45.15	90.30	135.45	180.60	225.75
<b>Per Month</b>	191.89	383.78	575.67	767.55	959.44

**Pre School 3 - 5 years**  
**Minimum of over 2 days/2 sessions a week 8.00am - 6.00pm**

<b>Per Week</b>	51.00	102.00	153.00	204.00	226.28
<b>Per Month</b>	216.75	433.50	650.25	867.00	961.69

**8.00am - 1.00pm (Minimum of 2 sessions a week)**

<b>Per Week</b>	33.10	66.20	99.30	132.40	165.50
<b>Per Month</b>	140.68	281.35	422.03	562.70	703.38

**1.00pm - 6.00pm (Minimum of 2 sessions a week)**

<b>Per Week</b>	32.10	64.20	96.30	128.40	160.50
<b>Per Month</b>	136.43	272.85	409.28	545.70	682.13

**School Day\* 9.00am - 4.30pm (Minimum of 2 days a week)**

<b>Per Week</b>	43.65	87.50	130.95	174.60	218.25
<b>Per Month</b>	185.52	371.03	556.54	742.05	927.57

A late payment charge of £25.00 for all late payments. Fees are due on the 1st of the month in advance.  
A late collection fee is charged at £10.00 for the first 15 minutes and then £5.00 for every 10 minutes after that up to an hour. After this the late collection fee is charged at £15.00 per hour or part hour

## Kings Heath

### Little Learners Just 15 (570 hours)

#### Without additional day care for eligible 2 year olds

Some sessions where applicable include meals and enhanced resources. Only some sessions are zero cost A £25.00 refundable deposit is payable to register your child for 2 year funded only sessions.

The fees below are for if you start your funded sessions in September. If your funding starts in January or April or you change from 2 year old to 3 year funding in January and April there may be a slight variation due to the number of weeks it is calculated over.

15 hours for eligible 2 year olds, 1:4 ratio Flexible Funded Sessions Session times include meals where applicable and enhanced resources		
12 hrs/week for 48 weeks of the year = 576 hours	9.00am - 5.00pm(8 hours per day) + 9.00am - 1.00pm (4 hours per day)	£5.00/week*
	9.00am - 5.00pm(8 hours per day) + 1.00pm- 5.00pm (4 hours per day)	£2.50/week*
	9.00am - 1.00pm(4 hours per day x 3 days)	£7.50/week*
	1.00pm - 5.00pm(4 hours per day x 3 days)	£0.00/week
		*£0.00/week if bringing own healthy packed lunch

*The above fees can be paid weekly but will appear on a monthly invoice as an average of 48 weeks divided by 11 equal monthly payments. (September - July)*

#### With additional Day Care (wrap around care and enhanced resources) for eligible 2 year olds

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

15 hours for eligible 2 year olds, 1:4 ratio with wrap around care and enhanced resources						
Full day 8.00am - 6.00pm						
	1 day 8 hrs/408 hrs	1.5 days 11.18 hrs AM/PM	2 days 5.59 hrs	3 days 3.73 hrs	4 days 2.8 hrs	5 days 11.18 hrs/ week
Per day/ *week	10.58	*28.57 / 27.52	23.21	32.98	37.86	*178.20
Per month	44.97	121.43 / 116.96	197.29	420.50	643.62	757.35
8.00am - 1.00pm						
	1 am/pm 5 hrs/255 hrs	2 am/pm 5 hrs/510 hrs	3 am/pm 3.73 hrs	4 am/pm 2.8 hrs	5 am/pm 11.18 hrs/week	
Per day/*week	8.45	8.45	15.13	20.01	*22.94	
Per month	35.92	71.83	192.91	340.17	487.48	

<b>1.00pm - 6.00pm</b>					
<b>Per day/*week</b>	7.40	7.40	14.08	18.96	*109.42
<b>Per month</b>	31.45	62.90	179.91	322.32	465.04
<b>School Day 9.00am - 4.30pm taken over 51 weeks with 11.18 hours per week funding of a minimum of 2 days</b>					
	<b>1 SD 7.5 hrs/382.5</b>	<b>2 SD 5.59 hrs/day</b>	<b>3 SD 3.73 hrs/day</b>	<b>4 SD 2.8 hrs/day</b>	<b>5 SD 11.18 hrs/week</b>
<b>Per day/*week</b>	5.85	15.86	25.63	30.51	*167.17
<b>Per month</b>	24.87	134.81	326.79	518.67	710.48

## Kings Heath

### Pre School Children 15 (570 hours)

#### Without additional day care for 3 & 4 year olds

15 hours for 3 - 5 year olds, 1:8 ratio Session times include meals where applicable and enhance resources		
12 hrs/week for 48 weeks of the year = 576 hours	9.00am - 5.00pm(8 hours per day) + 9.00am - 1.00pm (4 hours per day)	£17.50 per week / £76.37 month
	9.00am - 5.00pm(8 hours per day) + 1.00pm- 5.00pm (4 hours per day)	£16.50 per week / £72.00 month
	9.00am - 1.00pm / 1.15pm - 5.15pm (4 hours a day x 3 days)	£17.50/£16.50 £76.37 / £72.00 month
3 - 5 year olds, 1:8 ratio 15 hours Zero Cost Sessions Term time funded only sessions		
15 hrs / week for 38 weeks of the year - 570 hours	1.30 - 4.30 pm 3 hrs per day over 5 days See admissions policy for number of available zero cost places. Zero cost does not include meals or enhanced resources. Voluntary charge for afternoon tea. (you may bring a healthy packed tea at no extra charge)	Zero cost  £2.50 per afternoon. Payable in advance

*The above enhanced resources fees can be paid weekly but will appear on a monthly invoice as an average of 48 weeks divided by 11 equal monthly payments. (September - July)*

#### With additional Day Care (wrap around care and enhanced resources) for 3 & 4 year olds

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

Eligible 3 & 4 years olds, 1:8 ratio with 15 hours funding, wrap around care and enhanced resources						
Full day 8.00am - 6.00pm						
	1 Day 8 hrs/408 hrs	1.5 days 11.18 hrs am/pm	2 days 5.59 hrs/day	3 days 3.73 hrs/day	4 days 2.8 hrs/day	5 days 11.18 hrs/ week
Per day/ *week	17.16	*36.81 / 35.81	27.36	35.24	39.18	*178.99
Per month	72.93	156.44 / 152.20	232.56	449.31	666.06	760.71
8.00am - 1.00pm						
	1 am/pm 5 hrs/255 hrs	2 am/pm 5 hrs/510hrs	3 am/pm 3.73 hrs	4 am/pm 2.8hrs	5 am/pm 11.18 hrs	
Per day/*week	11.95	11.95	17.34	21.28	*118.21	

8.00am - 1.00pm					
	1 am/pm 5 hrs/255 hrs	2 am/pm 5 hrs/510hrs	3 am/pm 3.73 hrs	4 am/pm 2.8hrs	5 am/pm 11.18 hrs
Per month	50.79	101.58	221.09	366.01	506.69
1.00pm - 6.00pm					
Per day/*week	11.40	11.40	16.34	20.28	*113.21
Per month	46.54	93.08	208.34	344.76	481.15
School Day 9.00am - 4.30pm taken over 51 weeks with 11.17 hours per week funding with a minimum of 2 days					
	1 SD 7.5 hrs/382.5 hrs	2 SD 5.58 hrs/day	3 SD 3.73 hrs/day	4 SD 2.8 hrs/day	5 SD 11.18 hrs/week
Per day/*week	11.93	20.11	27.89	31.83	*170.96
Per month	50.71	170.94	355.60	541.11	726.58

## Kings Heath

### Our Pre School Children Just 30 (1140)

15 hours universal funding + 15 hours additional funding (extended entitlement) for eligible 3 & 4 year olds (30 hours funding)

30 hours for eligible 3 - 5 year olds, 1:8 ratio Session times include meals where applicable and enhance resources		
24 hrs / week for 48 weeks = 1152 hours a year	9.00am - 5.00pm x 3 days per week (8 hours per day)	£35.00 week / £152.73 month Payable over 11 months
30 hrs/51 weeks (1147.5 hrs)	8.30am - 1.00pm 4.5 hrs per day 1.15pm -5.45pm 4.5 hrs per day	£32.00 week / £136.00 month £31.00 week / £131.75 month Payable over 12 months
3 - 5 year olds, 1:8 ratio 30 hours Zero Cost Sessions Term time funded only sessions		
23.75 hrs/ 48 weeks = 1140 hours a year	1.00pm - 5.45pm x 5 days See admissions policy for number of available zero cost places. Zero cost does not include meals or enhanced resources. Voluntary charge for afternoon tea. (you may bring a healthy packed tea at no extra charge)	Zero costs  £2.50 per afternoon payable in advance

Please note: there are no variations to the above hours or sessions. If you require hours outside of the above you will need to book wraparound care.

### With additional Day Care (wrap around care and enhanced resources) for 30 hours

The table below details the costs if you require additional hours on top of your funded sessions. Full nursery terms and conditions apply as well as a non refundable £50.00 registration fee. These sessions are charged by calculating the fees and the funding over 51 weeks and dividing by 12 months.

Eligible 3 & 4 years olds, 1:8 ratio with 30 hours funding, wrap around care and enhanced resources					
	1 day 10 hrs/510 hrs	2 days 10 hrs/1020 hrs	3 days 7.45hrs	4 days 5.58 hrs	5 days 22.352 week
<b>8.00am - 6.00pm</b>					
Per day/*week	N/A	8.70	19.49	27.37	*131.74
Per month	N/A	73.95	248.50	465.29	559.90
<b>8.00am - 1.00pm</b>					
	N/A	N/A	N/A	4 days 5 hrs/1020 hrs	5 days 22.352 hrs week

8.00am - 1.00pm					
Per day/*week	N/A	N/A	N/A	11.95	*65.96
Per month	N/A	N/A	N/A	203.15	280.33
1.00pm - 6.00pm					
Per day/*week	N/A	N/A	N/A	10.95	*65.96
	N/A	N/A	N/A	186.15	280.33
School Day 9.00am - 4.30pm taken over 51 weeks with 22.35hours per week funding of a minimum of 3 days with wrap around care and enhanced resources					
	N/A	2 SD 15 hrs week max 765 hrs	3 SD 7.45 hrs/day	4 SD 5.58 hrs/day	5 SD 22.35hrs/week
Per day/*week	N/A	12.03	12.14	20.02	*123.71
Per month	N/A	102.26	154.79	340.24	525.77

Standard fees apply to all children under 2 years old and 2 year olds, not in receipt of funding. We do not offer any funded places outside of the hours stated above. There is no variation of these times.

The extra hourly rate charge is to extend either a morning session into part of the afternoon or to earlier if the full afternoon is booked and then only on an occasional basis if available. It is not to extend funded sessions or if on a permanent basis.

If you require the extra time permanently you will need to book the full day as wraparound care. If you require times outside any of these hours or all year round then you will need to book a wraparound care place.

In order to claim funding parents must complete the Lilliput Children's Day Nursery Ltd's flexible funding agreement and the local authority funding agreement.

For all funded sessions, attendance is monitored to ensure the entitlement is used effectively. If you are under using your entitlement either due to absence, late arrival or early collection you may be subject to additional charges if the local authority claw back any payment made for your child.

### **Opening Hours**

7.30am - 6.00pm Monday to Friday

7.30am - 8.00am pre bookable (this half hour needs to be booked in advance but is at no extra cost)

Sessions for funded only children are available, please enquire

- Extra hours must be booked giving 48 hours notice to ensure correct staff to children ratios are maintained. 48 hours' notice must be given if cancelling extra sessions. Otherwise the full session fee will be due.
- Fees are payable 51 weeks of the year.

- Our opening hours on the last day before Christmas closure are 8am-2pm.
- The nursery will be shut for approximately 1 week at Christmas.
- Fees are payable for all absence, holidays, bank holidays and public holidays.
- Booked sessions are not interchangeable.
- All fees are payable 1 month in advance, due on the first of the month. Payable either by debit or credit card or standing order. We also accept childcare vouchers. If fees are not paid on time, then the nursery place may be terminated and action taken to recover the outstanding fees.
- 4 full weeks written notice is required to either change booked sessions or terminate the nursery contract by both parties except in the case of non-payment.

For more information, please see the full terms and conditions.

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[www.lilliputonline.co.uk](http://www.lilliputonline.co.uk)



**"A Bright Future Starts Here"**