



Gan Alon – Guidance Notes

Fees:

- Fees for the first term of the new academic year are required by Gan Alon's start date in September/January.
- Subsequent term fees will be sent out prior to the start of each term.
- No refunds will be given regardless of the Jewish festivals or your child's start date.

£300 Deposit:

- Please note the £300 Registration Fee already received has secured your child's place at Gan Alon.
- The deposit will be returned to you at the end of your child's education with Gan Alon.
- Children are at Gan Alon for either one year, eighteen months or two years, depending on their date of birth. If your family leaves Gan Alon at any time before they reach school age, the deposit will not be returned to you.
- Deposits are returned to you separately at the end of the final Summer term.

Late payment of Fees:

- After the termly fees due date, Gan Alon will check with NNLS Accounts to establish any payments outstanding.
- Gan Alon will send a standard reminder by email and text to late paying families.
- If there has been no contact from the family, the Gan Alon office will personally contact the family either by phone or by appointment.
- If no payment is received a final reminder letter will be issued by the Gan Alon office (post and email) stating:
 - i. If your child is eligible for Free Entitlement (9.00-12.00 paid by Barnet) you will be asked to collect your child by 12.00 every day, starting the following week, until the remaining fees are paid.
 - ii. If your child is not yet eligible for Free Entitlement your child will be unable to remain at Gan Alon after the nearest half term.

Late collection charge:

Gan Alon has collection times during the day for children at 12.00, 1.15 and 3.00pm. A charge of £15.00 (£7.50 per 15 minutes) will be made when two late collections have occurred.

Free Entitlement:

In the term after a child turns three, the London Borough of Barnet entitles all children to free early years provision for the remainder of their time at Gan Alon. A total of 15 hours per week. Gan Alon fills out the appropriate forms on behalf of the families.

Eligible dates for Free Entitlement:

If your child is born between:

1 April – 31 August entitlement starts 1 September

1 September – 31 December entitlement starts 1 January

1 January – 31 March entitlement starts 1 April

If you are eligible for 15 hours Free Entitlement, we will ask you for a Voluntary Contribution as well as your fees (see overleaf).

If you are not yet eligible for 15 Hours Free Entitlement:

If you are not eligible for 15 Hours Free Entitlement we will waive the Voluntary Contribution until such time as your child becomes eligible.

Starting Dates at Gan Alon:

Eldest children start Gan Alon first. Each class takes one child every day during the first few weeks. All children will start in the month of September, but it is important for you to note, a Start Date might not be available until the end of September. Gan Alon phase Start Dates to allow your child time to settle and acclimatise to their surroundings, teachers and new friends. The Jewish Holidays of Rosh Hashana, Yom Kippor, Sukkot, Shemini Atzeret and Simchat Torah will fall within the months of September and October.

30 Hours Extended Entitlement:

Some families will be entitled to apply for Free Extended Entitlement of up to 30 hours, of which Gan Alon is offering 20 hours Free Entitlement, which covers the hours 9.00-1.15pm. Parents must make an application online via www.childcarechoices.gov.uk and, if eligible, should supply Gan Alon with a validation number sent to you by HMRC.

Core Hour Morning Session (Monday – Thursday) 9.00-12.00

This Session will be supervised in the NNLS by Gan Alon staff.

Lunch Hour (Monday – Thursday) 12.00 to 13.15

In choosing the Lunch Hour option, you are agreeing to your child remaining every day (from Monday – Thursday inclusive) until 13.15 at Gan Alon. This charge includes a hot lunch on a Thursday unless you wish to opt out. If you choose to opt out of a hot lunch, please inform us in writing and we will deduct the charge from your termly fee.

Afternoon Session (Monday – Thursday) 13.15 to 15.00

This Session will be run in the Gan Alon by Gan Alon staff.

Childcare Vouchers:

Many employers offer a Childcare Voucher scheme which contributes all year round towards your fees out of your gross pay. Please ask your employer. This can be used to pay for lunchtimes and/or the extended day but not the voluntary contribution.

Managing your Childcare Voucher Scheme

Gan Alon and NNLS have no influence over Childcare Voucher Schemes. The scheme is administered by various external companies on behalf of the employer and employee. It is up to you to monitor how much each month Gan Alon receives via the Childcare Voucher Scheme and for you to give enough notice to the Childcare Voucher company to exit the scheme prior to your child leaving Gan Alon. Any overpayment made to Gan Alon via the Childcare Voucher scheme cannot be reimbursed.

Tax-Free Childcare Scheme:

In April 2018, those families who were not enrolled into a Childcare Voucher scheme, would be ineligible to do so. The replacement scheme, **open for ALL qualifying families**, is Tax-free Childcare. It is essentially a saving scheme - parents open an online account that is used to pay for registered childcare. For every £8 invested, the Government adds £2 up to £2,000 per child or £4,000 for a child with a disability. It is offered to parents with children under the age of 12. Tax-free childcare will eventually replace childcare vouchers, although there are significant differences. You are now able to access the NNLS account and pay for Gan Alon childcare when setting up your online account via HMRC website <https://childcare-support.tax.service.gov.uk>.

If you have any queries or issues regarding childcare vouchers, invoices and payment, please contact the NNLS Accounts Department direct: accounts@nnls-masorti.org.uk / 0203 182 0112.

Changes to the Usual Gan Alon Timetable

Please note that there are 5 occasions during the academic year when special activities cause the timetable to change for all Gan Alon families regardless whether your child stays for a full day or not. These are:

9.15am-12.00pm (1 event)	Purim Party
10.00am – 12.00 pm (1 event)	Family Seder
9.15am – 2.30 pm (3 events)	Lag B'Omer Picnic, Sports Day and Summer Theatre Show

These days are always detailed on the Gan Alon calendar. Please make a note of them.

Summer Children and Deferring Places to Primary School

Children born between 1 April and 31 August are classified as Summer babies. Once a child has been admitted to a Primary school it is for the Headteacher to decide whether your child is moved to their normal aged year. If you want to defer admission to Primary school, Gan Alon will need to be informed in writing by 1st October, the year prior to your child leaving. Please be aware that Barnet's Free Entitlement funding ends on 31 March in the year your child turns 5. Parents will be required to fund Gan Alon's Summer term fees in full.

Applications to Private Primary School

Gan Alon are routinely asked by Private primary schools to submit a full report on a child being considered for a place. The report takes a long time to write and collate and therefore a charge of £20.00 will be made for families requiring this service.

Jewish Calendar

Please be aware that Gan Alon follows the Masorti Jewish festival calendar. This means that sometimes Gan Alon is closed mid-week because of a Holiday. The fee structure reflects this and no refunds or additional hours will be given should a mid-week festival occur.

Extra Curricular Activity

You may choose to have your child collected for an activity with an external organisation. The times that children are able to leave Gan Alon are 12.00 and 1.15pm. When your child leaves for an extra curricular activity, and has been signed out, they are no longer the responsibility of Gan Alon.

Last Day for Leaving Children

As of September 2019, the London Borough of Barnet no longer fund children who are transitioning from Pre-School to Primary School. This means if your child has graduated from Gan Alon in July, we will not accept a return to the Pre-School for ad hoc days in September, prior to a Primary school start date.

Why is a Voluntary Contribution Required?

The voluntary contributions are very important to Gan Alon and are used to run the pre-school in a way which could not be afforded based on the money we receive through free entitlement (currently less than £4.00 per hour, per child) and the additional sessions alone. We know that not all families can afford to pay the amount requested in full. However, without the extra income from the voluntary contributions, Gan Alon cannot continue in its current form. Please pay the Voluntary Contribution by cash or cheque made payable to NNLS. We cannot accept a charity cheque for the Voluntary Contribution.

Transferring out of Gan Alon mid-tenure

If you choose to leave Gan Alon and withdraw your child at any time before they transfer into Primary school, you will lose the £300 Registration Fee.

As your child will not be graduating from Gan Alon, their last day of term will be the last Thursday of the Summer term, when all 'returning children' leave. The Graduation Show held on the last Friday of the Summer term will be for leavers only and your child will not be able to participate.

Photobooks and teddy bears are given as a gift from Gan Alon to all leaving children. As your child is not 'leaving' Gan Alon, but transferring out of Gan Alon, they will receive a teddy bear only. We will transfer all Tapestry information if required.

Notice period:

A whole term's notice in writing is required if your child leaves before they start in their Reception class otherwise you will be invoiced for a full term fees.