



5 July 2023

Dear Parents / Carers,

Thank you to our current Acorns families for your continued support and understanding this past year. We are pleased to have been able to meet the growing demand for this valuable service and are committed to serve our families with wrap-around childcare to the best of our ability. We would also like to welcome the new families whose children will be joining Acorns as they start their time here at Burlington Infant & Nursery School.

As we plan for the Acorns provision from September 2023, we would like to inform you of a change in the fees:

- The fee for the breakfast club will increase slightly to £5.50 per session (previously unchanged since December 2019).
- The fee for the after school club will increase slightly to £14 per session.
- The fees will now be next reviewed ahead of September 2024.
- We do not take such decisions lightly and have reviewed other local childcare providers to ensure we remain competitive. Unfortunately, like every other business and service provider, we are experiencing rising costs for food supplies and salaries.

Attached is the updated Parent Handbook for the 2023-24 academic year. Please read this carefully to ensure you are aware of the terms and conditions of our service. In particular, please remember the following key points:

- Acorns breakfast club starts at 7.30am.
- Acorns after school club finishes at 6pm sharp. Please ensure your child is collected by this time. Please note that late collection may incur additional charges.
- The Acorns club mobile (07947 681 570) is only to be used for matters relating to the dropping and collecting of your child from Acorns.
- Once bookings and payment requests are live (mid-August), you will be bound to the terms and conditions laid out in our parent handbook. Specifically, this means if you subsequently change your mind and cancel sessions, we will hold you to the 6 weeks notice period and fees will be charged accordingly.

Accompanying this email is a link to the annual registration and menu choice forms that we require to be completed by all families, whether new to Acorns or existing. **Please ensure you complete these important forms by the end of Sunday 16 July.** Please note, we cannot confirm your place for Acorns in September unless we have these forms completed and returned.

**Burlington Infant & Nursery Acorns**  
Burlington Road, New Malden, KT3 4LT  
Club Mobile Phone: 07947 681 570  
Club Email: [acorns@burlingtoni.org.uk](mailto:acorns@burlingtoni.org.uk)  
Head Teacher: Mrs S Yay-Walker



In September, **the first day of Acorns will be:**

- Wednesday 6 September for Years 1 and 2.
- Those children starting Nursery and Reception will only start Acorns once they have settled into their school sessions. Typically this will be 1 week after their first unaccompanied session in school to ensure they have settled well before extending their hours. Your child's key worker/teacher will be able to confirm this once they have had a few full time sessions in Nursery / Reception.

If you have any questions about the information in this letter or the Acorns provision from September, please contact Navita on [acorns@burlingtoni.org.uk](mailto:acorns@burlingtoni.org.uk). Navita will be checking the emails regularly during the summer holidays.

Finally, we wish you and your families a good summer and look forward to welcoming (back) your child to Acorns in September.

Best wishes and kind regards,  
Su Yay-Walker, Head Teacher