

Contacting Little Jungle – School of Early Childhood

Below you will find some common reasons to contact us, and our preferred contact method. Please note that our office hours are 08:00 to 18:30, Monday to Friday. So please feel free to email, or leave a voice mail outside of these hours.

If your query is urgent please call, rather than send us an email.

Reason for contacting Little Jungle	Who to contact at Little Jungle
<ul style="list-style-type: none"> • Child attendance and absence (late arrival / pick-up, sickness, holiday, extra ad-hoc sessions) • Changes to pick-up arrangements • Messages for Team Managers to get in touch with you 	<p>Jane (Office Administrator) hello@littlejungle.co.uk or 0207 277 7171 option 1</p>
<ul style="list-style-type: none"> • General queries, settling-in, transitioning, and general feedback • Child settling-in and transition planning • Termination of attendance 	<p>Maria (Operations Manager) maria@littlejungle.co.uk or 0207 277 7171 option 1</p>
<ul style="list-style-type: none"> • Strategies and advice on child development • Change in regular attendance requests • Complaints 	<p>Caroline (Director) caroline@littlejungle.co.uk or 0207 277 7171 option 1</p>
<ul style="list-style-type: none"> • Child welfare and safeguarding concerns 	<p>Caroline (Director) caroline@littlejungle.co.uk or 0207 277 7171 option 1 Or any of the named Designated Safeguarding Leads (DSL). Please contact the phone number above to ask to speak to one of the DSLs.</p>
<ul style="list-style-type: none"> • Waiting list updates 	<p>admissions@littlejungle.co.uk</p>
<ul style="list-style-type: none"> • Finance, billing and payment queries • Funding • Childcare vouchers or tax free childcare 	<p>Tarek (Finance Director) tarek@littlejungle.co.uk or 0797 173 8533</p>
<ul style="list-style-type: none"> • Emergencies 	<p>Caroline (Director) 0786 644 1808 Tarek (Director) 0797 173 8533</p>