

## ST. SEBASTIAN'S BASIC TERMS AND CONDITIONS

All parents must observe basic terms and conditions. St. Sebastian's operates as a family unit committed to providing a happy and stimulating environment in which each and every child can develop. The provision is delivered cost effectively as part of developing children in the local community. Parents are therefore expected to give their support and encouragement to the aims of the Nursery and to also comply with the following:-

### **Registration and Retaining.**

Children cannot be allocated a place without completing a Child Registration Form. An initial non-refundable registration fee of £10 is required. To secure a place, a retaining fee of £50 is required. This will be deducted from your bill once your child has started.

Should parents/carers wish to postpone the start date of their child to the following term, an additional retainer of £50 per term is required.

### **Securing a Place.**

The place is subject to availability with the earliest date being offered. If your first choice of session is not immediately available, we will try and propose an alternative. If this is unacceptable then the name of the child will be held on a waiting list until a suitable place can be offered. Parents interested in securing a place are advised to send the registration forms with a cheque of £60 (£10 + £50) made payable to **St. Sebastian's Nursery Class** to –

St. Sebastian's Nursery Class  
United Reformed Church  
Hollins Lane  
Marple Bridge  
Stockport  
SK6 5BB

Upon receiving the forms a confirmation letter will be sent stating the start date and days allocated. The £50 will be forfeited if your child does not attend St. Sebastian's within a month of start date.

### **Leaving notice**

Once a place is allocated and confirmed, to cancel the arrangement, the parent/carer must write to St. Sebastian's giving one month's notice or one month's payment.

### **Payment of fees.**

Fees are billed every half term making this nursery class an attractive affordable provision. Fees however will not be refunded or waived for term time absences through sickness, holidays or when the nursery has to close due to circumstances beyond our control such as in extreme bad weather conditions when the safety of the child may be compromised. There may be very rare occasions when the hall cannot be used by St. Sebastian's nursery class due to the United Church holding a funeral. St. Sebastian's will endeavour to provide alternative arrangements.

### **Amendments.**

If a parent wishes to amend existing sessions for the child, this may be done a term in advance in writing. All such requests are subject to availability but St. Sebastian's will try to accommodate where possible.

If any of the above information causes concerns and you would like to discuss issues further, please don't hesitate to contact Mrs. Julie Baines (manager).

# SAINT SEBASTIAN'S PRE-SCHOOL

## Child Registration form

We are required by OFSTED to keep a record of important information concerning your child. Please print when filling in the form and return before your child starts.

Religion / Faith \_\_\_\_\_

Home language \_\_\_\_\_ Other Languages used \_\_\_\_\_

White-British

- Irish
- Traveler of Irish Heritage
- Gypsy / Roma
- Any other white background

Mixed-White and Black Caribbean

- White and black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- 

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

Any other ethnic background.

### Session booking information

Please tick which sessions you would like: At present we **cannot** offer full day care. However, we can extend the morning or afternoon session with a lunch hour i.e.- a morning session plus a lunch session OR a lunch session plus afternoon session.

Day	Morning session 9.15 to 11.45a.m.	Lunch session 11.45 to 12.45p.m.	Afternoon session 12.45 to 3.15p.m.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Required Start Date.....

**I declare that the information given is correct and that I will update information as necessary. By accepting a place at St. Sebastian's Nursery Class, I agree to the terms and conditions and the settings policies and procedures.** (A complete copy of the policies and procedures can be found in the foyer and on the website.)

**I have enclosed a registration fee of £10 non-refundable and a £50 retaining fee. Please make this payable to St. Sebastian's Nursery Class.**

Signed \_\_\_\_\_ Parent / Carer) Date: \_\_\_\_\_