

INFORMATION AND ACCEPTANCE LETTER

1. The fees must be paid even if your child is away from playgroup. These may be paid by cash or cheque (with a bank card) for at least a week at the beginning of each week and you are welcome to pay more than a week if you wish.
2. A deposit of one week's fees is required on your first morning. This will be returned to you if you give at least a week's notice of your child leaving us.
3. Playbox Playgroup opens at 9.30 am and closes at 12 noon each weekday, except Mondays, during term time. Holidays may be slightly longer than the school holidays.
4. Will you please stay with your child for the whole of the first morning, and possibly for part of the subsequent mornings, if necessary – we want your child to feel happy and comfortable to be with us before you leave him/her. Please be guided by the Playgroup Leader on settling your child with us – and never leave without letting your child know that you are leaving!
5. Please would you provide plimsolls, slippers or canvas shoes for your child to wear (not trainers)
6. Please supply a named carrier bag with a complete change of clothes. This is hung on your child's peg in case of accidents (milk and water spillages as well as the other sort!)
7. Please make sure that your child knows that he/she may go to the toilet at any time, but they must go with a member of staff. We do accept children who are not potty or toilet trained and will change dirty nappies. Please leave at least two nappies, 'wet wipes' and nappy sacks in the named bag every day, if your child is still in nappies or 'pull-ups'.
8. Let us know if your child does not drink milk, this is provided mid-morning, with a biscuit and a piece of fruit. Water is also provided.
9. Would you please let us know as soon as your child is offered a place at nursery school, a child may not continue with us once they start attending nursery every day.
10. Please notify us of any infectious illness, especially German Measles.
11. Please let us know if your child is going to be away for any reason. If your child is absent for more than one week without any explanation then we will assume he/she has left and will re-allocate the place.

I have read and understood this letter and I will pay a deposit and the first week's fees either before or on my child's first morning at Playbox, which is

Signed:(Parent/Guardian) Date: Name of Child: