



Dear Parents and Carers,

RE: changing dates

We are delighted that you have chosen our Nursery and we are looking forward to welcoming you and your little one into our family. As you may know The Nurseries of St Mary's and St Saviour's have continued to expand to accommodate the rising need for childcare places in the local community. With this in mind we have recently had to make some changes to our procedures relating to the request for changing a child's agreed days.

When joining our nursery you will agree a certain pattern of days with us and we will employ staff to accommodate these specific hours. We are not able to accommodate families reducing days or changing their mind with regards to their agreed days in the lead up to their admission into the nursery. In these situations we are often left with additional staff as there will be sporadic empty spaces in our rooms which cannot always be filled by children on the waiting list. If you wish to change or reduce your days, you must contact us as soon as possible. We will ask you to complete a new application form which will detail the new days you require. Although every effort will be made to accommodate the new pattern of days, we cannot always guarantee this. Your original days will, of course, be secure but you may have to go onto the waiting list for the new days you are asking for. Once in the nursery, we require a minimum of 4 weeks' notice to decrease hours.

This system will also apply once you have started in our Nursery. If you wish to change or reduce your days a new application will have to be made.

We are also unable to offer deferred entry or changes to start dates. As I am sure you can appreciate we have to plan very carefully in advance to make sure our nursery is fully staffed with highly qualified individuals. Changes to children's start dates can have significant impact on our staffing arrangements.

If you have any questions please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in cursive script that reads "Leann Valiquette".

Leann Valiquette
Principal

Caring

Respect

Nurture

Encourage

Growth

Equality