

THE OLD SCHOOL HOUSE (HEADCORN) LIMITED

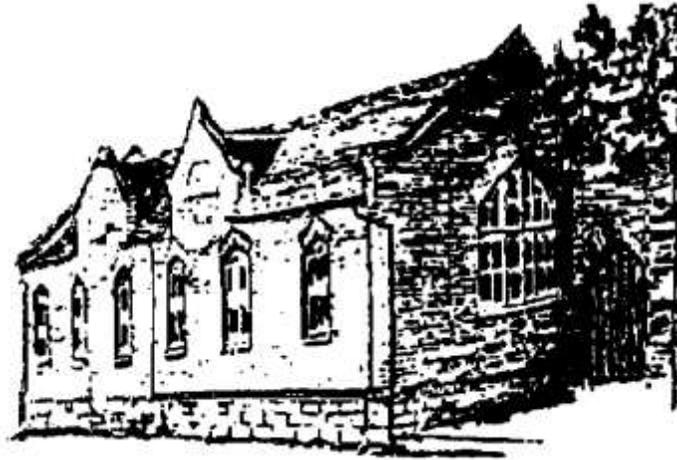
MONTESSORI NURSERY FOR CHILDREN AGED 1 TO 5 YEARS

Nursery unit open 9.00 a.m to 12.00 p.m.

Toddler unit open 9.30 a.m to 12.00 p.m.

CHILDCARE FOR CHILDREN AGED 1 TO 13 YEARS

8.00 a.m. to 6.00 p.m.



WELCOME PACK FOR PARENT'S AND CARERS

PRINCIPAL: Mrs. Darrell King

STATION APPROACH

STATION ROAD

HEADCORN

KENT

TN27 9SD

TELEPHONE: 01622 890057

FAX: 01622 892050

EMAIL ADDRESS: toshheadcorn@hotmail.com

THE OLD SCHOOL HOUSE (HEADCORN) LIMITED
NURSERY SCHOOL and TODDLER UNIT

Dear Parents/Carers,

We would like to take this opportunity of welcoming you to our group and list below some information that we trust you will find useful:-

NURSERY HOURS

Opening Hours 8am - 6pm

Core Morning Hours 9.00 a.m. to 12.00 p.m. - Nursery Unit (2¾ / 3years to school age)
9.30 a.m. to 12.00 p.m. - Toddler Unit (11/12 months to 2¾ / 3years)

Core morning sessions are booked in advance on a termly basis and notice to reduce or leave applies as below*.

Children may attend for just our core morning hours, as above. Regular additional hours (i.e. 8 to 9/9.30am and 12 to 6pm) can be booked in advance. Additional hours cancelled do not require more than 24 hours notice. Additional hours on an ad hoc basis may be requested, but these cannot be guaranteed, although advance notice is preferable. We do however try to accommodate parents as much as possible with our unique flexible service, especially to support parents with emergency situations.

TOSH closes between Christmas and New Year, and for staff training, please see Term Dates for further information.

Invoicing

Parents are invoiced for the core morning hours (9am Nursery to 12pm or 9.30am Toddlers to 12pm) in advance for each school term i.e. Autumn Term, Spring Term and Summer Term, see term dates sheet for specific dates.

If your child attends (occasionally or regularly) between the hours of 8am to 9/9.30am and 12pm to 6pm, i.e. hours in addition to the core hours, parents will then receive a monthly "additional hours invoice" retrospectively for the **additional time** their child has attended during the previous month.

The Zebedee lunch charge (if ordered) will also be included with the additional hours invoice.

If there is any holiday childcare (i.e. school half terms, Easter/Summer/Christmas holidays) during the month, these will also be included in that month's additional hours invoice.

The date payable is stated on each invoice. Please advise the office if you wish to pay by salary sacrifice childcare vouchers or BACS. The nursery does not take card payments.

We are always happy to issue a receipt upon request or sign invoices for cash payments, please ask Darrell or Kerry. If paying by cheque, please ensure your child's name is written on the back to avoid confusion/mis-posting of payments.

We advise that parents keep their invoices from TOSH for at least one tax year ie April to April, particularly for Inland Revenue/Childcare Tax Credit purposes. Unfortunately, due to the high number of requests for copies of past invoices, we will need to make a charge for such requests.

Leaving TOSH/Reducing Core Morning Sessions

An academic term's notice (i.e. a KCC double term (**please see back of registration form**)) will be required in writing, prior to a child leaving TOSH (including children leaving to attend school), reducing mornings or once a position has been accepted and if this is not received you will be invoiced and expected to pay for an academic term's fees (i.e. a KCC double term) in lieu of notice, by the payment date on the invoice. Notice, in writing, must be given to TOSH before the commencement of your child's FINAL academic term (i.e. a KCC double term). This also applies to children leaving TOSH to move on to Primary or Prep School. Please note the person signing the registration form is responsible for payment.

Holidays/Half Term Childcare 8am - 6pm

Children do **NOT** automatically get allocated places during the holiday periods and so these need to be booked. Please put a note in your child's contact book to request a childcare booking form or download a copy from our website.

With reduced numbers in the holidays, we often just use the Toddler Unit building rather than both buildings (plus this enables any repair work to be undertaken also). Would parents therefore please make a note of the holiday whiteboard which will indicate which building is in use during the holidays. Thank you

ENTERING NURSERY

Until your child is settled with us, we would suggest that you initially arrive nearer to 9.15 a.m. rather than 9.00 a.m. for the main Nursery and nearer to 9.45 a.m. rather than 9.30 a.m. for the Toddler Unit (Unless he/she is one of our earlier arrivals) as this gives us a chance to get most of the children settled in before we turn our attention to our new little ones. You are, of course, very welcome to bring your child right into the nursery (please don't feel that you have to say goodbye at the double doors). One of the members of staff will join you (ideally your child's **Key Person**) assisting to settle your son/daughter and keep him/her company as you say your goodbyes. Once your child is quite at home and enters with ease many Nursery parents prefer to say their goodbyes at the inner door, allowing their child to begin to develop his/her independence by entering and starting to change their shoes all by themselves.

Parents are also welcome to bring their children in and to assist them to take off their coat/shoes and hand them to their Key Person.

Please note that before 8.30 am, ALL children should please be delivered to the main Nursery. At 8.30 am the Toddler Unit children will transfer across to the Toddler Unit building.

Similarly after 3.00 pm all children are in the main Nursery to enjoy tea together and any children collected after 3.00 pm should please be collected from the main Nursery.

KEY PERSON

Each child is allocated a key person, who will work with your child each day they are at TOSH to develop continuity and a good relationship, and a backup member of staff, whom from time to time may work with your child to accommodate absence for training/holiday or illness. Your child will be familiar with all staff during their time in either the Toddler Unit or Main Nursery as they will see all staff on different occasions, i.e. story time, calendar, lunch, art table, music etc. Photographs of Toddler Unit staff and Nursery staff are attached to help you identify them.

COLLECTION TIME

For some children the end of the session can be quite difficult as they start to feel tired and weary after all their activities. We would therefore suggest that new parents/carers should try to arrive promptly and therefore be one of the first in line. We would however ask that parents do not collect children earlier than 12.00 p.m., unless with prior arrangement with staff, as this can be disruptive to the morning's schedule and to other children. If you do need to take your child promptly/early, please ring the bell in the lobby and advise staff.

If parents will be late collecting their child, it is important that they telephone to advise us, so that we can minimise any distress this may cause to your child. If parents envisage that they will be unable to collect their child prior to 6.00pm, it is imperative that an alternative emergency arrangement is made, ie a friend or relative. A late surcharge, at the current rate, will be made for collection beyond 6pm in addition to charges for additional hours.

DROPPING OFF/PICKING UP

It is expected that the person dropping off a child will also be the person collecting them. If that is not the case, we need to be advised in writing, ideally via your child's contact book. This also applies to Dads collecting if Mum drops off and vice versa. Whilst parents might find this a little time consuming, we must assure you that keeping to our procedures is purely to ensure your child's safety. If someone arrives to collect your child and we have not received prior written confirmation, your child will not be released to that person until we have contacted the person who dropped them off for confirmation/agreement. Any regular arrangements for collection may be given to us in writing at the beginning of the term to avoid having to write in the book on each occasion. We only release children to adults, i.e. people over the age of 18 years of age.

PLEASE NOTE ONLY STAFF ARE PERMITTED TO OPEN THE DOOR/S TO PERMIT OTHER PARENTS/ADULTS ENTRY OR EXIT.

CAR PARK

Our car park area is only for the delivery and collection of children. Short or long term stay is not permissible, excepting for members of staff or during Open Days or appointments with staff. Drivers should all please keep their speed to **5 mph** when entering and leaving the car park and parents walking off the premises or to their cars or walking home should please hold your child's hand and ensure they are in the car if you are in conversation with another parent. Please see parking plan.

CLOTHING

There is no formal uniform at The Old School House but ALL children should bring with them some slippers or plimsolls to change into, a shoe bag will be provided by TOSH at no extra cost to keep on your child's peg. This is to give children the chance to practise changing into and out of their shoes, all by themselves, thereby developing independence (it also minimises noise and dirt indoors). To assist them with this, it is preferable that lace-up shoes are avoided when children are very small, as managing laces is difficult, even for the most adept four year old.

As part of the Early Years Foundation Stage (EYFS) it is a requirement that children access the outdoors every morning and afternoon in all weathers as an extended part of their learning environment. For younger children or in extreme weather, obviously this will only be for short periods of time. Therefore, an

appropriate coat and footwear are essential at all times. Wellington boots are ideal during bad weather/winter months.

All items of clothing should be clearly marked please with your child's name (particularly footwear and outdoor clothing). Unnamed items can often become mislaid unfortunately when they are discarded by children in places other than on their coat peg. Any such unlabelled items will be placed in the entrances and if still unclaimed by the end of term, will be donated to a charity shop.

Please also ensure that trousers and sleeves are elasticated - belts and buttons are more difficult for little ones - especially for last minute trips to the toilet! (no dungarees either please unless your child is able to manage the fasteners and then jumpers should not please be placed on the top of dungaree straps).

Children should also have a change of clothing in their bag, especially a pair of pants, and certainly those children still in nappies or pull ups, must supply sufficient changes for each day, together with wipes and cream as appropriate. Supplies may be left at TOSH and staff will advise when stocks need replenishing.

Nursery sweatshirts and polo shirts are available, these are not compulsory, but are available if parents/carers wish to purchase them and they do avoid good clothes from being spoiled by paint or other craft activities. If you wish to purchase either or both, please speak to a member of staff.

Book bags for contact books are provided at no cost to parents, however a charge of £5.00 will be made for the replacement of any damaged/lost bags. Please do not place children's footwear in these bags.

MEDICATION AND HEALTH

Please refer to our policies on the website or ask staff for a copy: 24.4 – Medication Policy and 24.7 – Fitness to Attend Policy.

The nursery will **NOT** administer non-prescribed medication as a matter of course. However, it is sometimes necessary for you to ask us to administer **prescribed** medicine at nursery, if so, please ensure that all medication is handed to a member of staff, **NOT** left in your child's shoe bag or lunch box, and that in return you obtain and complete a medication administration form. We are only permitted to administer medicine **after** this form has been completed. If your child is likely to require regular medication, i.e. preventative medicine for asthma etc. please ask for a regular medication form which is renewable every six months.

If your child is on antibiotics they should be kept at home for at least 48 hours into their antibiotic course before returning to Nursery.

Please insure any changes to your child's medical history i.e. allergies are made known to us.

Needless to say, any child that has or is suspected of having any illness should be kept at home until he/she is well again. Parents/carers are asked not to bring any child to nursery who has been vomiting or had diarrhoea until at least **48 hours** has elapsed since the last attack.

Hats and suntan lotion are compulsory for warm weather. For children only attending for the morning session, parents should please apply a layer of the factor of sun cream as appropriate for your child, before the child leaves home and children who are attending all day should please ensure that they bring a named container of suntan lotion with them each day or leave a named one with us. Children are not permitted to play in the garden without a hat during the hot weather and parents should therefore please supply a named one for their child. Any child without a hat will otherwise need to wear one of ours and parents will be asked to wash this for hygiene purposes.

Accidents

Please note that if a child sustains an injury at home or on the way to nursery, we would appreciate if parents/carers can please advise staff on the door in the morning when you arrive, so that we know where the child received their bruise etc as we are duty bound to record all injuries sustained at nursery and also staff will be alerted to any sore or sensitive area and of course be alert if the child later complains of a pain or feeling unwell, especially with head injuries, thank you. Staff will record in a separate note book any such accidents to ensure that we have accurate records for when there might be different staff on the door.

If a child sustains an injury whilst at nursery, parents will be asked to sign our accident/incident book.

REFRESHMENTS

Breakfast

Children who arrive at TOSH before 8.30am are welcome to bring cereal from home in a tub to which we will add milk.

Refreshments

We encourage healthy eating habits and therefore children are offered milk or water at break time, with free use of the fountain in the Nursery throughout the day. Apples, grapes, bread and butter, rice cakes, bread sticks, carrot and cucumber sticks are offered as a mid morning snack on a rotational basis.

Please see the notice board for the Tea menu which is on a six day rota and provided by us each day for those present after 3.30pm

Lunch

Lunch lasts for a maximum of one hour and a member of staff sits at each lunch table. A Zebedees hot lunch can be ordered, through the office, a week in advance either regularly or just as a one off. Please speak to the office for more details and an order form, and take a look at the Zebedee website www.zebedees.co.uk for menu information. Staff will complete a lunch form daily to advise parents in respect of whether your child enjoyed their meal and how much of their lunch/dessert they have eaten.

Or parents may provide their child with a packed lunch. We prefer children not to have sweets or peanut butter (because of allergies) in their lunch boxes and cutlery is provided by us, together with a drink of water. Any parent wishing nutritious lunch box suggestions, please log onto

www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/packed_lunch_menus.pdf. Tube yoghurts are often very messy and do not develop the same hand eye coordination as a spoon, and staff would rather these were avoided please. Any food not consumed will be returned to your child's lunch box so that you are aware of what they have eaten.

Staff will encourage children towards good table manners and towards eating savoury items before sweet food.

For children that stay for lunch, TOSH will provide a toothbrush and toothpaste to reinforce the importance of brushing teeth.

PARENTS'/CARERS' INVOLVEMENT

Activity Days

One day each week we have as our Activity Day. In the Main Nursery we welcome parental involvement. Please let us know if you would like to participate in any of our activities and in particular if you have any items of interest or knowledge that you wish to share with the children, especially if related to our termly topic. Children in the Toddler Unit often become confused/distressed by parents coming in to stay/help on some days and not others and so parental involvement in the Toddler Unit is just kept to the end of term Open Days.

Information Evenings

We try to hold parents'/carers' meetings either as a social gathering or to discuss educational or parental issues from time to time. In the past we have held evenings on Parenting Problems (Children's eating, sleeping, behaviour, toileting problems, etc.), Infant Resuscitation, Montessori/Nursery Education (including equipment demonstration), Literacy Hour and on occasions appropriate we have been fortunate in securing external speakers also. These events will be advertised in advance in newsletters but do need to receive sufficient parental support to ensure they succeed.

HOMEWORK

Contact Book

Your child will be provided with a contact book in which their Key Person will comment on what he/she has done at nursery each day. Please use this contact book to write your own messages and/or comments and to ask for holiday booking forms or pass messages on to the supervisor/office.

Activity Sheets

From time to time, Nursery children may bring home some activity for completion. These activities are to help reinforce nursery work and should not be seen as compulsory homework. The activity should only be undertaken if your child is keen to do so. If not, please don't worry, just pop a short note inside the contact book and ensure that it returns to nursery each time your child attends. The contact books are a vital method of communication between the nursery/toddler unit and parents/carers, and daily comments are extremely beneficial in maintaining open channels of communication/information.

Reading

Many children do start reading whilst they are at nursery and it is then important to maintain the momentum and we will therefore send reading books home. We do ask that you let us know how they cope with their books at home, via the contact book, and in particular, if they enjoy their reading or not. The contact books are very useful in maintaining effective communication between home and your child's Key Person especially where parents and your child's Keyperson do not have the opportunity to speak regularly.

POLICIES

The Old School House has a written policy, practice and procedure on each of the following subjects. If you would like a copy of any or all policies, please see our website – www.theoldschoolhousenursery.co.uk:-

1	Access and storage of information	20	Social Networking
2	Complaints and compliments	21	Babysitting
3	Admissions	22	Confidentiality
4	Equality and Diversity	23	Dealing with Racial Harassment
5	Personnel	24	Health, Safety and Hygiene
6	Parents and Carers as Partners	25	Special Consideration for Employees
7	Safeguarding Children	26	Late Collection and Non Collection of Children
8	Allegations Against a Member of Staff	27	Visits and Outings
9	Whistle Blowing	28	Missing Child Procedure (from Nursery/Toddler Unit)
10	Key Person Policy	29	Missing Child Procedure (outings)
11	Curriculum Development Statement	30	No Smoking Policy
12	Settling in (including transitions)	31	Supervision of Staff
13	Behaviour Management	32	CCTV
14	Nutrition and Mealtimes	33	Equipment and Resources
15	Special Educational Needs and Inclusion	34	Nursery Operational Plan
16	Student and Volunteer Policy	35	Emergency Evacuation
17	Arrivals and Departures	36	Bottle Feeding
18	Staff Development and Training	37	Bereavement Policy
19	E-Safety	38	Before and After School
		39	Use of Vehicles

END OF TERM

All children will be provided with a summary according to the EYFS at the end of the Autumn, Spring and Summer Terms.

Open Days

The last two days of every term are generally our Open Days. On these occasions, the children arrive at their usual time, i.e. 9.00 a.m./9.30 a.m. or earlier, with parents/carers/relatives invited to join us at 9.30am in the Toddler Unit and 10.30am in the Main Nursery. We hope that the children will then entertain you as their guests, showing you some of their work and by offering you some refreshments (prepared by the children themselves!). These Open Days give parents/carers an opportunity to enter their child's environment and although these occasions can often seem to border on organised chaos(!) the children really enjoy showing you THEIR NURSERY. Staff are available for discussions with parents on Open Days but if parents wish to have a lengthier discussion, we suggest you please arrange a mutually convenient appointment with your child's Key Person.

Should you wish to discuss any aspect of your child's development however, please do not feel that you need to wait until the end of term Open Days as staff are always available to speak with parents – please just ask via the contact book or via email – toshheadcorn@hotmail.com or by telephone between 8.00 a.m. and 6.00 p.m. on 01622 890057).

If you are not able to attend our open mornings but wish to speak to your child's Key Person please liaise with your child's Key Person via the contact book to arrange a mutually convenient alternative appointment.

Christmas Nativity/Christmas Party

The Nursery children perform a Christmas Nativity to their parents prior to their Christmas party each December. The Toddler Unit children watch a rehearsal of the Nursery Nativity beforehand and also enjoy a Christmas party on the same day as the Nursery children. All children are included irrespective of which day they attend.

GENERAL INFORMATION

Sleeping

We do have facilities for children to sleep whilst at TOSH. Any child who needs a sleep during the day should please bring a **named** blanket for their personal use for hygiene reasons.

Birthdays

To celebrate the children's birthdays at nursery, we bake a cake for them to share with their friends (nothing special, just a large iced sponge). In the past some parents/carers have kindly brought in a cake and these are always most welcome, but to avoid having TWO cakes, we would be grateful if you could please let us know in advance if you intend to provide one yourself. We generally have our celebrations on the day of attendance nearest to each child's birthday.

Toys from Home

Children are not encouraged to bring their own toys to nursery as they can easily become lost or broken. Also, it can cause problems with other children touching/taking the toy. Thank you.

Transferring from Toddler Unit to Main Nursery

We usually aim to transfer children from the Toddler Unit to the Main Nursery between the age of 22/2: and 3 years of age, usually nearer 3 during the Summer Term when the nursery is often full as our oldest children prepare for school. The number of children transferred will also depend on the number of spaces available in the Main Nursery. Children are transferred according to age, starting with the eldest in the Toddler Unit. These children will visit the Main Nursery for taster days, with a member of the Toddler Unit Staff, to familiarise themselves with the Nursery layout and Nursery staff, the term before they transfer across.

Updating Information

It is imperative that new mobile phone numbers, email addresses and emergency contact details are updated with us as and when they change.

Early Years Free Entitlement

We currently accept the Government's Early Years Free Entitlement for pre-school children. Children are eligible the term **after** their 3rd birthday. The Government's Terms and Conditions for free entitlement are regularly changing. Parents will receive information from the office before a child is eligible, but if you have any questions please speak to the office for the latest information.

The Nursery will support parents to access the Pupil Premium for children where appropriate and will discuss with staff and parents how the PP funding will be most effectively utilised to help to improve the quality of the early years education that we provide for your child. Please see the separate note at the front of this pack for eligibility and return the relevant form to enable us to help you to access the PP.

Childcare Vouchers / Salary Sacrifice

Your employer may help with childcare costs through childcare vouchers, also known as 'salary sacrifice'. TOSH accept childcare vouchers through a variety of companies. Please speak to the office for further information.

Deposit Refunds

Deposit refunds will be made when your child leaves TOSH and all invoices have been paid, this is usually in September once extra hours in the summer holidays have been invoiced for.

CONTACT DETAILS

The Nursery telephone number is 01622 890057 - if possible please avoid telephoning between 12-1pm (lunch time) unless urgent.

The email address is toshheadcorn@hotmail.com.

The website address is www.TheOldSchoolHouseNursery.co.uk.

Text Messaging - We have a mobile phone in the office at Nursery so that parents can send us a text message if they prefer to, rather than telephone. This is a speedier and cheaper method for parents to pass on a brief message, i.e. if you are running 10 minutes late in collecting your child or if your child is off sick. Please remember to put your name and surname or your child's name and surname on any message to avoid confusion. The number is **0777 2597238**.

FINALLY

We very much hope that your first term with The Old School House will be the start of a friendship between your family and ourselves. We would once again reiterate that we are always available to speak to you, about anything, even matters that may seem rather trivial. Our main concern is always the happy development of your child and therefore proper communication between us all is vital, enabling us to do the very best that we can for your son/daughter.

We will send a feedback questionnaire out to all new parents, once your child has settled into TOSH and very much appreciate receiving your constructive feedback/thoughts to enable us to constantly strive to improve and maintain the standard of service that we offer children and their parents.

THANK YOU.

Darrell King
Principal

(Last updated August 2016)

TOSH CHECK LIST

Each child attending TOSH should have the following items with them each day and all items **must be named** please.

TODDLER UNIT

- Change of clothes (including spare pants)
- Slippers or plimsols
- Wellingtons (for the garden in Winter)
- Coat, hat, Gloves, Scarf – Winter
- Hat – Summer
- Suntan lotion to be brought in at the beginning of the Summer Term
- Shoe bag to keep child=s items in and hang on peg
- Cot sized blanket (if your child sleeps during the day)
- Nappies (or pull-ups)
- Wipes
- Nappy cream (see staff for medication form)
- Dummy/comforter
- Lunch box (if staying for lunch), water is provided

NURSERY UNIT

- Change of clothes (including spare pants)
- Slippers or plimsols
- Wellingtons (for the garden in Winter)
- Coat, hat, Gloves, Scarf - Winter
- Sun Hat – Summer
- Suntan lotion to be brought in at the beginning of the Summer Term
- Shoe bag to keep child's items in and hung on their peg
- Lunch box (if staying for lunch) and not having a Zebedee's meal, water is provided

PRIVACY NOTICE for pupils in early years settings

Privacy Notice - Data Protection Act 1998

We The Old School House Nursery are the Data Controller for the purposes of the Data Protection Act. We collect information from you about your child(ren), and may receive information about your child(ren) from your previous setting. We hold this personal data and use it to:

- support your child(ren)'s teaching and learning;
- monitor and report on your child(ren)'s progress;
- provide appropriate pastoral care, and
- assess how well our setting is doing.

This information includes your child(ren)'s contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child(ren) to anyone outside the setting without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to receive a copy of the information we hold and share about you then please contact Darrell King (Principal).

If you need more information about how the LA and/or DCSF store and use this data please go to the following websites:

- http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx and/or
- http://www.education.gov.uk/researchand_statistics/datadatam/b00212337/datause

If you are unable to access these websites, please contact the LA or the DfE as follows:

Information Resilience & Transparency Team
Kent County Council
Sessions House
County Road
Maidstone
ME14 1XQ

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Email: dataprotection@kent.gov.uk

website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
tel: 0370 000 2288

Privacy Notice: Pupils – EY (*updated January 2014*)

HOLIDAY CHILDCARE BOOKING FORM

Child's/children's name/s

Day/dates

Approximate times

Please detail below the dates or state "all dates" if you wish us to provide a Zebedee lunch for your child during the holidays – please see our website or ask the office for the current lunch fee.

Zebedee lunch please on **dates**

Cancellations not notified to us, or with less than 24 hrs notice to enable us to reallocate the place/s will be liable to a £10.00 per child, per day penalty charge.

Please provide an email address for us to contact you should we have a problem with the above dates:

Please note that the person signing this form will be responsible for the payment of fees.

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Child's/children's name/s

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Approximate times

Please detail below the dates or state "all dates" if you wish us to provide a Zebedee lunch for your child during the holidays – please see our website or ask the office for the current lunch fee.

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