



Dear New Parent/Carer

Welcome to Breaston Pre-School Playgroup!

The staff and committee of Breaston Pre-School Playgroup would like to extend a warm welcome to all new children and their families. We look forward to working with you and hope that you enjoy your time here with us.

In this welcome pack we have tried to provide you with all of the information we feel you will need to make the most of your child's time here with us. If there is anything that is unclear or if there is something that you would like to know that is not covered here, please do not hesitate to speak to the Manager.

Whilst your child is here with us we have a duty of care towards them. This includes recording and reporting any child protection concerns. Please see our fully comprehensive Safeguarding Policy for more details. Fees for your sessions are payable per half term in advance. A weekly payment system can be implemented for you if preferred. Please give us at least two weeks notice if you no longer require your child's place. Fees will continue to be liable for unless you terminate your place and action will be taken for non payment of fees. Thank you

Please find enclosed in this Welcome Pack:

- A letter from our Chairperson
- Playgroup Welcome Book
- New Starter Information Form
- Medical Record Form
- Consents Form
- Child Collection Permission Slip

If any of the above is missing from your welcome pack, please the Manager or Supervisor as soon as possible.

Please note that your child may not be left without a parent or carer until the appropriate forms have been completed and returned.

Please sign below on both copies of this letter to confirm receipt and acceptance of this pack and return page 1 along with the rest of your completed forms.

Many thanks

Child's Name

I have received, understood and accept all of the information enclosed within the Welcome Pack

Signed (parent/carer)