



Churchill Close
Ettington
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Dear Parents/Carers

Welcome!

In your induction pack, you will find a registration form for BASE (Before and After School Ettington) Club.

If you would like your child to attend, please complete the form and indicate the sessions you would like your child to attend. BASE is very popular and there is limited availability so we will do our best to accommodate the sessions you require however, places will be allocated on a first come first served basis and on receipt of the registration fee.

Please attach a cheque for £30 made payable to Ettington Pre-School to the registration form and if your application is successful we will bank the cheque.

We will hold a waiting list but please note last year we were unable to provide a place from the waiting list. Adhoc places are sometimes available on the day but only if an existing BASE child is not in school on that day.

You will also find attached a list of the fees which are invoiced termly but you do have the option to pay monthly; we only ask that all fees are paid by the end of the term in which they have been invoiced. We accept childcare vouchers and payment by BACS.

If you have any queries please do not hesitate to contact us. By email is the preferred method as Ruth, our administrator, works from home but picks up the emails.

Yours sincerely,

Clare

Clare Galsworthy

Ettington Preschool Manager