

## The Cavendish Pre-School Application pack cover letter

Dear Parent(s)/Carer(s)

### The Cavendish Pre-school – Welcome!

Thank you for your interest in The Cavendish Pre-school.

Please find enclosed the following documents for your information. Please complete the relevant documents indicated and return to the Pre-school Lead:

- Welcome booklet
- Application form – **PLEASE COMPLETE**
- Terms & Conditions – **PLEASE COMPLETE DECLARATION**
- Booking form – **PLEASE COMPLETE**
- Permissions form - **PLEASE COMPLETE**
- Tapestry information
- Permissions Form (Tapestry) – **PLEASE COMPLETE**
- Fee structure
- Admissions policy

Once we have received your completed forms, we will confirm in writing the hours/days you have been given. You will then need to sign our Terms and Conditions and pay your deposit to secure your child's place.

Once your child's place at the pre-school has been confirmed, we will be in touch to arrange a starting date and settling in sessions for your child.

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

Yours faithfully

Gemma Wood

Pre-school Teacher

Executive Headteacher: Mr P J Marchant BA | Cavendish School, Eldon Road, Eastbourne,  
East Sussex, BN21 1UE

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