

# Pre-School Uniform



Styles supplied only by Henry Taylor Ltd of 119, Hoe Street, Walthamstow, E17 4RX  
Telephone: 0208 520 6172

All items of clothing and personal possessions should be clearly named.

## All Pupils

### General (from Henry Taylor)

Navy blue 'Woodbank' tracksuit  
Sky blue polo shirt  
Navy blue cotton shorts  
'Keswick' navy blue jacket

### Additional items

Plain black trainers (available from any sports shop)  
Short plain white sports socks (available from any shop)  
Navy blue satchel (available from the office)

### Optional items (from Henry Taylor)

Navy blue scarf and gloves  
Navy blue woollen hat

Girls: Long hair to be tied back or plaited. Hair ribbons, slides etc – navy blue only

For safety reasons please do not allow children to wear earrings or costume jewellery.



Applications may be made at any time. We recommend registration as soon as possible after birth.

## **Stepping Stones**

Applications for pupils joining in September are considered during the previous Autumn Term. Pupils wishing to join at other times are considered following their third birthday as vacancies arise. A separate application form is required should you wish to apply for Eastcourt School at the same time.

Successful applicants are notified in writing, and places are reserved on receipt of a non-refundable deposit of £100. The deposit is credited against the final fees payment provided the correct notice is given.

## **Breakfast/After School Care/Holiday Clubs**

Applications are considered as received. Places are offered on a first come/first served basis.

## **Late Applications**

It is possible to consider candidates at any time if a place becomes available.



## OAKS ACTIVITY CENTRE – STEPPING STONES PRE-SCHOOL

### Stepping Stones

	daily	weekly
morning sessions (8am-12noon)	£25.00	£115.00
afternoon sessions (1pm-5pm)	£25.00	£115.00
all day sessions (8am-6pm)	£38.00	£170.00

Children may attend throughout the year or during term times only. (The Centre closes for Bank Holidays and for one week over Christmas/New Year). Term times will be linked to those of Eastcourt School.

### Optional extras

Between the hours of 7.30am and 8am we offer additional care charged at £3 per half hour.

### Transport

Transport to drop off and collect from Eastcourt School, Goodmayes, can be arranged at 8.45am and 3.15pm. This arrangement is included, fees being charged at the all-day rate.

### Late payment

Penalties are charged for late payment or returned cheques, as follows:

1. Late payments are charged at £10 per week
2. Parents will be asked to pay Bank Charges caused by cheque irregularities.

### Notice of Withdrawal

Once the parent or guardian has accepted the offer of a place in Stepping Stones, he/she is required to give the manager, in writing, at least one full month's notice of the withdrawal of the pupil concerned whether or not the pupil has joined. Failing this, payment of the fees for the following month will be due. In the event of the Manager requiring a pupil to be withdrawn from Stepping Stones no part of the current month's fee will be refunded.



## OAKS ACTIVITY CENTRE – PRIMARY CHILD CARE

### Breakfast Club (for school age children)

7.30am-9am	£9.00 per day	) includes breakfast and
8am-9am	£7.50 per day	) transport to Eastcourt School

### After-School Activity (for school age children)

£12.50 per day, includes food

Sessions are arranged half termly and fees adjusted according to the number of weeks involved. Invoices are issued two weeks before the end of the previous session with payment due one week later.

Any remaining places are allocated on a first-come first-served basis.

Applications for set days each week (days cannot vary from week to week) will be charged at a rate of £12.50 per day 3.30-6pm (including food) or £4 per day 4.45-5.45pm (activity session only).

Transport (from Eastcourt School, Goodmayes) is offered at a rate of £2.50 per day.

### Activity Weeks/Days (Yr 1-6)

£110.00 per week (£100 with discount)

£22.00 per day

9am – 5pm

Confirmation of your booking together with an invoice will be sent to you on receipt of your application. Invoices for activity weeks/days should be settled two weeks before the date the sessions start.

Weekly discount only applies to fees paid in advance. Individual sessions, charged at a rate of £4 per hour, will also be considered subject to availability. Breakfast club is available at a rate of £5 (8-9am), £6.50 (7.30-9am) per day. Extended day till 6pm available at a rate of £4 per day.

Reception will be charged at pre-school rates as the adult:child ratio and curriculum must be the same by law.

### Late payment

Penalties are charged for late payment or returned cheques, as follows:

1. Late payments are charged at £10 per week
2. Parents will be asked to pay Bank Charges caused by cheque irregularities.

### Notice of Withdrawal

Once the parent or guardian has accepted the offer of a place he/she is required to give the manager, in writing, at least one full month's notice of the withdrawal of the pupil concerned. In the event of the Manager requiring a pupil to be withdrawn from The Oaks no part of the current month's fee will be refunded.



If you wish to register your child for admission, please complete the Application for Admission form and send it to either The Oaks Activity Centre or Eastcourt School at the addresses shown.

## **Terms of acceptance of a pupil to Stepping Stones at the Oaks Activity Centre**

By signing the Application for Admission, parents or guardians confirm that they have read, understood and agreed to the following terms:

1. Children are expected to obey the rules and must pay strict attention to speech, appearance, courtesy and general conduct.
2. Children are expected to take a full part in the corporate life and activities of the centre.
3. Children must attend regularly and punctually. No child is to be absent except in the case of illness. Holidays during term-time are discouraged.
4. If a child is absent because of illness, the centre must be informed by 9.15am on the first day of absence. On returning a written explanation (for our files) needs to be submitted.
5. Children suffering from an infectious disease, or who have been in contact with infection, must not return until certified clear of the infection by a doctor.
6. All monthly fees are payable (cheques to be cleared) on or before the last Friday of the previous month. No remission can be claimed for absence. We reserve the right to charge a fee for late payments.
7. Weekly fees are due to be cleared before the Friday of the previous week.
8. Notice, in writing, must be given at least one month before the withdrawal of a child. This applies whether or not the child has joined the Oaks, once the offer of a place has been accepted.
9. The Oaks reserves the right of accepting or refusing a child and of requiring a child to be withdrawn.
10. The Manager reserves the right to take appropriate action in respect of breaches of our rules or other misbehaviour, and to delegate responsibility for good discipline to members of staff.

# Application Form: Stepping Stones



## OAKS ACTIVITY CENTRE

Collier Row Road, Romford, Essex RM5 2DD

Tel: 0208 597 9171 Email: [oaksactivitycentre@btconnect.com](mailto:oaksactivitycentre@btconnect.com)

Pupil's Surname ..... Boy/Girl .....

Pupil's Forenames in full .....  
(underline the name by which he/she is known)

Address .....

.....

Tel (Home): ..... Tel (Mobile): .....

Date of birth ..... Admission sought from .....

Nationality ..... Religion .....

Please show your preference below:

Mon-Fri  Mon  Tues  Wed  Thurs  Fri

- I prefer the morning session 8am-12noon
- I prefer the afternoon session 1pm-5pm
- I prefer the day session 8am-6pm
- I prefer the day session 8.45am-6pm
- I prefer the day session 8am-3.30pm
- I prefer the day session 8.45-3.30pm

- Drop-off and collection at the Oaks Centre
- Drop-off and collection at the Oaks Centre
- Drop-off and collection at the Oaks Centre
- Drop-off Eastcourt/collection at the Oaks Centre\*
- Drop-off Oaks Centre/collection at Eastcourt\*
- Drop-off Eastcourt/collection at Eastcourt\*

\* transport costs included in fee

• Extended start times 7.30am

- I will require a place for term time only
- I will require a place all year

Additional times will only be considered if a vacancy arises

**For parents applying to Eastcourt School please note that participating in the Stepping Stones group guarantees screening but does not automatically reserve children a full-time place at Eastcourt the following September. A separate application form must be made.**

**Please tick here if you are applying to Eastcourt School.**

**\*I/We hereby apply for the admission to Stepping Stones of \*my/our \*son/daughter and agree to be bound by the terms of this application and by the Terms of Acceptance attached.**

(\* Delete the words not applicable)

Signed ..... Date .....

Signed ..... Date .....

# After School/Breakfast Club - Application Form



## OAKS ACTIVITY CENTRE

Collier Row Road, Romford, Essex RM5 2DD

Tel: 0208 597 9171 Email: [oaksactivitycentre@btconnect.com](mailto:oaksactivitycentre@btconnect.com)

Pupil's Surname ..... Boy/Girl .....

Pupil's Forenames in full .....

*(Underline the name by which he/she is known)*

Date of Birth ..... Nationality .....

### Parent/Guardian

Name .....

Address.....

..... Postcode .....

Tel: Home ..... Work .....

Mobile ..... Email: .....

State of health .....

*(please indicate any medical condition or disability)*

Any special circumstances that should be known in the interests of your child .....

.....

Parents or guardians should sign the completed form to confirm that they have read, understood and agreed to the Terms of Acceptance attached and that they are liable for the payment of all fees due.

This original form should be returned in its entirety and a copy retained for the parents'/guardians' own records.

I hereby apply for the admission to The Oaks Activity Centre and agree to be bound by the terms of this application and by the Terms of Acceptance attached.

### After-School

I would like my child to attend on a weekly basis

I would like my child to attend on a daily basis (please circle)  Mon Tues Wed Thurs Fri

**Breakfast Club** 7.30-9am  8-9am

I would like my child to attend on a weekly basis

I would like my child to attend on a daily basis (please circle)  Mon Tues Wed Thurs Fri

Please tick box if transport is required  from Eastcourt School. There is currently a single pick-up/drop-off point from 1, Eastwood Road, Goodmayes, Essex IG3 8UW.

Signed ..... Date .....

# Christmas Activities - Application Form



## OAKS ACTIVITY CENTRE

Collier Row Road, Romford, Essex RM5 2DD

Tel: 0208 597 9171 Email: [oaksactivitycentre@btconnect.com](mailto:oaksactivitycentre@btconnect.com)

**Pupil's Surname** ..... **Boy/Girl**.....

**Pupil's Forenames in full** .....  
*(Underline the name by which he/she is known)*

**Date of Birth** ..... **Nationality** .....

### Parent/Guardian

**Name** .....

**Address**.....

**Postcode** .....

**Tel: Home** ..... **Work** .....

**Mobile** ..... **Email:** .....

I would like my child to attend the activity week (9am-5pm)

15<sup>th</sup> – 21<sup>st</sup> December

I would like my child to attend on a daily basis as indicated below (9am-5pm)

15<sup>th</sup>  16<sup>th</sup>  19<sup>th</sup>  20<sup>th</sup>  21<sup>st</sup>

(Packed lunch is needed for lunchtimes)

**State of health** .....

*(please indicate any medical condition or disability)*

**Any special circumstances that should be known in the interests of your child**

.....

Parents or guardians should sign the completed form to confirm that they have read, understood and agreed to the Terms of Acceptance attached and that they are liable for the payment of all fees due. This original form should be returned in its entirety and a copy retained for the parents'/guardians' own records.

I hereby apply for the admission to The Oaks Activity Centre and agree to be bound by the terms of this application and by the Terms of Acceptance attached.

**Signed** ..... **Date** .....