



Company Reg. 7601172 Charity no. 1146534

Lord Perry Hall, Village Hall, Main Road, Boreham, CM3 3JD

Email: smallsteps1@hotmail.co.uk

Telephone: 07841709956

6th September 2021

Parent Communication

Dear All,

We are so excited to welcome you to new term, and we are looking forward to seeing those who are returning and to meeting those of who you whose children are starting at Small Steps Pre School for the first time.

For those of you who don't know me my name is Kate Reilly, and I am the Chair of Small Steps Pre School and I can be contacted anytime on the details above. The last 18 months has been a challenging time for us all including the Pre School and as a result we have had to consider a number of things as we return for the September term and I have set them out below.

Fees

Small Steps Pre School is a charity and the costs of running the Pre School continue to increase and we need to ensure the financial stability. As a result, we need to review the fees we charge. We have undertaken a review of similar Pre Schools within the Chelmsford area and also looked at what it now costs over the course of the year to run the Pre School. We currently charge £11.50 for a 3-hour session and all other Pre Schools within the area charge between £14.50-

£17.00 for a session and in addition to this charge for snack. From the 1st November 2021 we will be increasing our fees to £15.00 for a 3-hour session, we will not however be asking for a separate amount for snack only a voluntary contribution.

Invoicing

The cashflow is incredibly important to the pre-school. Historically Small Steps have invoiced after the time has happened however from 1st November 2021, we will be invoicing in advance of each half term.

Terms and Conditions

Now that your sessions for this term has been confirmed over the course of the next 6 weeks you will be issued with terms and conditions for your child's place within the Pre School. We ask that these are signed and return no later than the 31st October 2021.

AGM

Each year the Pre School holds and AGM. Small Steps is a Charity and is governed by a Parent Committee and without the Pre School could not operate. This years AGM will be taking place on Monday 18th October and further information will be provided in due course. The Committee requires a minimum of 5 people on the Committee and this year we are looking for a Secretary and Committee members. Please do step up. It's a rewarding role to be part of the committee that runs the preschool and there is only a minimum of 2 meetings per year. If you want Small Steps to continue to flourish, please support staff by stepping up and joining as we really need you! We can also have 40% of the committee being made up of non-parents so if you know anyone who might have more time to spare and would like to join us, please get in touch!

Communications

Throughout the course of the term, we will be communicating with you regularly either via the staff, tapestry, Facebook or on email. Please do look out and read these communications as they will provide you with information re the Pre School and up and coming activities.

With best wishes,

A handwritten signature in cursive script, appearing to read "Kate Reilly".

Kate Reilly,
Chair, Small Steps Preschool Committee