



The Nurseries of St Mary's and St Saviour's



Dear Parents and Carers,

RE: Admissions

Nursery Managers will now be responsible for Admissions. Please direct any admissions related or ad hoc request to Managers or in their absence, Deputy Managers.

Correspondence between parents and Louise Price (former admissions manager) will be passed to managers; however, if you would like to send on any correspondence to managers yourself please feel free to do so.

I would also like to remind parents that the offer letter is an agreement to a set pattern of days. If you originally agreed to a change in your shift pattern, that is how your booking was entered into the registration system. Unfortunately, we do not have a mechanism to alert parents when their shift patterns are going to change. If you would like clarification of your booking, please contact the Nursery Manager who would be happy to help.

Attached is an updated document of key contacts.

I hope that this will streamline our admissions procedures moving forward.

Leann Valiquette