

Parent e-mail communication

The Nursery will wish to communicate with parents from time to time with newsletters and general information updates and also to provide monthly statements of fees payments received for your child placement with us.

Some communication will be by letter handed to parents or by flyer issued through your child's daily diary. We also send general information via e-mail to parents who authorise this method, however, some material may be considered more suitable to be directed by sealed letter.

There may be occasions where communication from customers to the Nursery is urgent and essential and the Nursery reserves the right to review a child placement agreement where communication from a parent is not forthcoming.

Monthly statements of fees payments will be issued preferably via e-mail secured by personal passwords and confidential data.

The enclosed form, 'E-mail Security', should be completed by parents and returned to the Nursery Secretary.

An alternative Statement letter may be optional for parents who prefer to choose this means of communication.