



If you wish to register your child for admission, please complete the Application form and send it to The Oaks Activity Centre.

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

By signing the Application, 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.
4. If a child is absent because of illness, the centre must be informed by 9.15am on the first day of absence.
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 (by cheque or cash) by the sixth day of each month. No remission can be claimed for absence. We reserve the right to charge a fee for late payments.
7. Notice, in writing, must be given at least one calendar 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.
8. The Oaks reserves the right of accepting or refusing a child and of requiring a child to be withdrawn.
9. 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.