

The St Michael Steiner School

Procedure from Nursery to Kindergarten

This procedure is initiated any year we have a part-time nursery which is transitioning to be a full-time kindergarten

1. In the early Summer term, the Nursery teacher is to speak to parents about the number of days (mornings and afternoons) they would like their child to attend the following year.
2. Nursery teacher to email Stella/administration to confirm what each family would like for their child the following year.
3. Stella to send formal letter to confirm transfer into kindergarten for following September. Letter should remind parents that they will be expected to pay the school deposit of £1000 before term begins in September (if this has not already been paid). This can be paid in installments subject to agreement with Finance.
4. Once parents have accepted place, Stella to advise Finance to send invoice for Deposit.