



16 CLASSES FOR THE AUTUMN TERM 2010
Contact Caryn on 01245 222790 or 07718 115976
Email: caryn@singandsignwestessex.co.uk

PLEASE READ THESE TERMS & CONDITIONS BEFORE COMPLETING THE BOOKING FORM

Sing and Sign is a programme that grows week-by-week with you and your child and is divided into 2 Stages:

Stage 1 - It is recommended that you and your baby attend two terms of Stage 1 classes in order to consolidate and learn a total of 120 signs. Babies learn through repetition so attending two terms helps you to establish good signing habits as well as letting you learn the lyrics of the songs written especially for the Sing and Sign programme. You will be given a 12 page guide to signing in your first class for Stage 1 and the choice to book a second term is entirely yours.

Stage 2 – If you've enjoyed stage 1 and want to continue, you'll be ready to join More Sing and Sign – Stage 2, offering a more mobile, physical class with another two curriculums of additional songs, signs and actions for older babies and toddlers, backed up by another 10 page guide to signing. This stage includes teaching colours, letters of the alphabet, opposites, good manners and much more besides.

All classes last roughly 40 minutes, are very relaxed and great fun! Feel free to do whatever you feel comfortable with and **don't** feel you have to keep your baby on your lap – let them roam if they want to. If a venue allows, we will provide Tea/Coffee and the chance to socialise at the end of the teaching session so you may want to allow an hour out of your day. **If the room is not carpeted, we do have individual mats/rugs but please feel free to bring your own cushion to sit on if you'd prefer.** Nappy changing and breast or bottle feeding during the session is fine, or you can do it away from the group if you'd prefer. Bring any drinks and small snacks your baby might need. Baby Changing facilities and kitchen facilities vary at each venue.

As we pay to hire public venues, we are committed to strict hiring times and will start classes promptly at the times shown on the booking form – if you're a little late, don't worry – just come on in and join in with everyone. In the event that your teacher is delayed in traffic, we will do all we can to get a message to the venue in order that you're not left 'standing out in the cold'. In the event that a class has to be cancelled due to unforeseen circumstances, you will be notified as early as possible and we will endeavour to run the class for an extra week. **Refunds will not be given for missed classes but you are welcome to arrange to join another class for that week's teaching where possible.**

Upon receipt of your payment, you will be sent confirmation by email (where possible) of your class details together with travel directions to the relevant venue. Classes will be run subject to sufficient numbers of attendees. In the event that the class you are booked into is cancelled due to insufficient attendees, you will be offered a place in an alternative class or a full refund. Car parking facilities do vary at each venue but all venues offer either free private parking or non-permit parking spaces in a residential area in the immediate vicinity. All venues also offer space for parking buggies. Not all are indoors though, so please ensure you have a raincover for those more inclement days.

Please take note that the half term break will run from Monday 25th – Saturday 30th October inclusive and there **WILL NOT BE ANY CLASSES FOR THOSE 6 DAYS. Classes will resume on Monday 1st November 2010. Please keep a note of these dates or keep page 2 of this document to remind yourself of this break.**

The safety of you and your baby are paramount and as such, we confirm Sing and Sign Teachers are police checked and have public liability insurance cover. Please ensure you read the health and safety notice at the bottom of the booking slip before signing and returning with payment.

Please note places are limited so as to ensure a comfortable, more manageable class and are booked on a **first come, first served** basis, **confirmed only by receipt of full payment. Please note that once the term is underway, refunds for cancellations will only be made in the event of your place being re-sold for the remainder of the term.**

Payment Options include cheque by post, cash (registered post), online direct (call us for bank account details) or by using PAYPAL at www.singandsign.com – click on the link on the Chelmsford, Brentwood & Havering webpage. Please note PAYPAL includes a £2.00 handling fee charged by the PayPal website.

VENUE DETAILS & TIMETABLE FOR YOU TO PRINT OFF AND KEEP!

Monday am – Stage 1 & 2 with Caryn	:	Tumbletown Soft Play Centre, Miles Gray Road, Pipps Hill, (Basildon) , SS14 3GN
Monday pm – Stage 1 with Caryn	:	Longmeads Community Centre, Redwood Drive, Writtle, (Chelmsford) CM1 3LY
Tuesday am – Stage 1 & 2 with Kim	:	North Romford Community Assoc., Clockhouse Lane, Collier Row, (Romford) RM5 3QJ
Tuesday am – Stage 1 with Caryn	:	The Priest House, Church Lane (opp Village Hall), Doddinghurst, (Brentwood) CM15 0NJ
Thursday am – Stage 1 & 2 with Caryn	:	Jesters Kidsclub, (Next door to the White Swan Pub), Main Road, Bicknacre, (Chelmsford) CM3 4EX
Thursday am – Stage 1 with Kim	:	Tumbletown Soft Play Centre, Miles Gray Road, Pipps Hill, (Basildon) , SS14 3GN
Friday am – Stage 1 & 2 with Denise	:	St Nicholas Church Hall, Eyhurst Ave, Elm Park (Hornchurch) , RM12 4FH
Friday am – Stage 1 & 2 with Caryn	:	The Allen Room, Boreham Village Hall, Main Road, Boreham, (Chelmsford) CM3 3JD
Saturday am – Stage 1 & 2 with Caryn	:	Rooms 2/3, Harold Hill Community Centre, Gooshays Drive, Harold Hill, (Romford) Essex RM3 9LB

THE AUTUMN TERM 2010

Mondays	20 th Sept	27 th Sept	4 th Oct	11 th Oct	18 th Oct	BREAK	1 st Nov	8 th Nov	15 th Nov	22 nd Nov	29 th Nov
Tuesdays	21 st Sept	28 th Sept	5 th Oct	12 th Oct	19 th Oct	BREAK	2 nd Nov	9 th Nov	16 th Nov	23 rd Nov	30 th Nov
Thursdays	23 rd Sept	30 th Sept	7 th Oct	14 th Oct	21 st Oct	BREAK	4 th Nov	11 th Nov	18 th Nov	25 th Nov	2 nd Dec
Fridays	24 th Sept	1 st Oct	8 th Oct	15 th Oct	22 nd Oct	BREAK	5 th Nov	12 th Nov	19 th Nov	26 th Nov	3 rd Dec
Saturdays	25 th Sept	2 nd Oct	9 th Oct	16 th Oct	23 rd Oct	BREAK	6 th Nov	13 th Nov	20 th Nov	27 th Nov	4 th Dec

THE BOOKING FORM TO PRINT OFF, COMPLETE AND SEND BACK

A/10

Mondays	Basildon	Stage 1 @ 10.15 am	[]	Stage 2 @ 11.15 am	[]		
Mondays	Writtle (Chelmsford)	Stage 1 @ 1.15 pm	[]				
Tuesdays	Romford (Collier Row)	Stage 1 @ 10.00 am	[]	Stage 2 @ 11.00 am	[]		
Tuesdays	Doddinghurst (B'wood)	Stage 1 @ 9.45 am	[]				
Thursdays	Bicknacre (Chelmsford)	Stage 1 @ 9.30 am	[]	Stage 2 @ 10.30 am	[]		
Thursdays	Basildon	Stage 1 @ 10.15 am	[]				
Fridays	Hornchurch (Elm Park)	Stage 2 @ 10.00 am	[]	Stage 1 @ 11.00 am	[]		
Fridays	Boreham (Chelmsford)	Stage 1 @ 9.30 am	[]	Stage 1 @ 10.30 am	[]	Stage 2 @ 11.30 am	[]
Saturdays	Harold Hill	Stage 1 @ 9.30 am	[]	Stage 2 @ 10.30 am	[]		

(Please tick your preferred class and mark a 2 to show your second choice) See Info page for description of class stages
 [FB] = Fully Booked

This will be my 1st / 2nd / 3rd / 4th / 4th + term of Sing and Sign classes. (Please circle as appropriate)

CHILD'S NAME..... D.O.B.....

PARENT / CARER'S NAMEADDRESS

.....POSTCODE.....

SIGNATURE..... PHONE.....

MOBILE (needed in case of sudden cancellation of class)

EMAIL..... **(Please only give me your email address if you check it regularly)**

IF PAYING BY PAYPAL PLEASE 'X' THIS BOX: [] and then complete a booking form

IF PAYING BY ONLINE TRANSFER PLEASE 'X' THIS BOX: [] and then complete a booking form

OR, PLEASE ENCLOSE YOUR PAYMENT HEREWITH IN THE SUM OF:

Full payment for 10 week term (to include guide to signing and baby's folder in first term of stage 1)	£50.00	£
Stage 1 DVD to 'get ahead' before term starts (includes p+p)	£16.99	£
Stage 1 CD - includes written lyrics for 23 songs (includes p+p)	£10.49	£
Please make cheques payable to: C Brazier and post to 13 White Elm Road, Chelmsford, Essex CM3 4LU	TOTAL	£

For Health and Safety purposes we are required to inform you of the following : By enrolling in Sing and Sign you are agreeing to assume responsibility for overseeing the safety of your child at class. Although we try our best to provide a safe environment, we do not assume liability for the health and safety of you or your family. Your child of under 3 years is likely to be attracted to some of our toys and props which may contain small parts. Please be aware that we do not recommend allowing your child to put toys or instruments into his/her mouth.