



Pentrich Road, Swanwick, Derbyshire DE55 1BN
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Dear Parent/Carer

Family Membership

Pre School is a “**charitable company**” which means that it is independent from the Local Authority. It does not have shares or shareholders, but instead it has **members**. Its day-to-day management is carried out by the committee who are the directors of the company. **You have to be a member in order that your child can attend Pre School**. You apply to be a member by filling in the details on the attached **membership application form**, signing it and returning it to Pre School as soon as possible.

As a member, however, you will not be entitled to receive any profit from Pre School – any money it makes is ploughed back in to pay for its running costs. Pre School’s “constitution” is registered on public records for Pre School held at Companies House. A copy is available at Pre School.

By becoming a member, you will not be responsible for any debts of Pre School nor will you be responsible if someone brings a legal case against Pre School. This is because it is a limited company, which means your liability (your responsibility) as a member is limited. The only thing you do by becoming a member is guarantee, or “promise to pay”, up to £1 to Pre School in the highly unlikely event of it being wound up. You will see wording to that effect in the membership application form.

Committee

As Pre School is independent, we are “managed” by a **committee** of volunteers. If we do not have a committee, we cannot open so please consider helping out on the committee in whatever way you can. Please ask a member of staff for more details.

Please complete the attached form and return it to the staff as soon as possible.

Yours sincerely

Company Secretary

To the Swanwick Pre School Committee of Directors

I (parents name)

Of (parent's address)

Parent of (child's name)

Wish to become a family member of Swanwick Pre School (i.e. a member while any child of mine is attending Pre School). This is in accordance with Pre School's constitution, which is set out in its "Memorandum and Articles of Association" and committee rules (if any). If Swanwick Pre School is wound up while I am a member or in the 12 months after I have stopped being a member, I agree to pay £1, as decided by the committee*. I understand that my family membership will automatically terminate at the end of the last term in which my child attends Swanwick Pre School.

Signed.....

Dated.....

*This requirement is set out in the constitution

