

11th November 2016

Dear Parents

Breakfast and After School Club

We are introducing a cancellation fee for Breakfast and After School Club, as unfortunately we are having to turn bookings away as we have reached capacity. We are then having children who have been booked in not turning up at club. If your child does not need a space for any reason, then can you please make sure that it is cancelled through the school office. Any bookings that have not been cancelled, with a 24 hour notice, will be charged the price of the session.

Can I please remind parents that the After School Club closes at **6.00pm prompt**. We do have a late pick up fee which is listed on the price leaflet for the After School Club and there will not be a sibling discount on this fee. Our club staff only work till **6pm** and anytime after that results in an overtime claim. Anyone arriving after that time will be charged a late pick up fee, per child. This will appear on your r invoice as a separate charge.

Thank you for your continued support.

Yours sincerely

Michelle Collier
Wrap Around Care Manager