

8th July 2016

Dear Parents

Breakfast and After School Club

We are updating our records and we need to have all places confirmed for your child/children to attend Breakfast or After School Club, from September 2016. This is so we can make sure that we have up-to-date records for every child who attends club.

Please could you fill in the information below and sign to say that it is correct and return to the office. If your child no longer needs club can you please let us know.

Childs Name

Day	Breakfast	After School Club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you need to cancel a place for your child in club then please could you phone the school office to let us know. We need to be informed the day before for breakfast club and in the morning for after school club. There will be a session charge for all cancellations that we have not been informed about. Please do not put any notices on the Facebook page or speak to staff in the clubroom, as all cancellations have to go through the office.

Signed (Parent/carer)

Yours sincerely

Michelle Collier
Wrap Around Care Manager