

5th July 2019

Dear Parents/Carers

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 2019. 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 by **Wednesday 17th July** . If your child no longer needs club can you please let us know.

If you have a new request from September 2019 please also complete below.

Childs Name

Day	Breakfast	After School Club	Tea
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I no longer require a place in Breakfast or After School Club from September 2019. ☐

If you need to cancel a place for your child in club then please could you phone the school office to let us know. There will be a session charge for all cancellations that we have not been given 24 hrs notice. 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/carers)

Yours sincerely

Michelle Collier
Wrap Around Care Manager