

13th October 2017

Dear Parents/Carers

Breakfast and After School Club Reminder

We would like to remind you that a cancellation fee for Breakfast and After School Club will be charged for any bookings that have not been cancelled with at least 24 hours notice.

We are having to turn bookings away when we have reached our capacity then are having children who have been booked in not turning up at club, so if your child does not need a space for any reason, please make sure that it is cancelled through the school office. Any bookings that have not been cancelled, with 24 hours notice, will be charged the price of the whole session booked.

Can we also 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 until **6pm** and anytime after that results in an overtime claim. Anyone arriving after that time will be charged the late pick up fee, per child. This will appear on your invoice as a separate charge.

Thank you for your continued support.

Yours sincerely

Michelle Collier
Wrap Around Care Manager