



Dear Parents / Carers

To book sessions with the Breakfast and After School Club for regular sessions until further notice please complete the slip at the bottom of this letter.

As we are now getting busy at the club and it's on a first come first served basis at least this way your places are guaranteed for as long as you want them without having to worry about whether you have sent the booking form in or not.

If you ever wanted to cancel the place, we only need a complete two week notice period.

Most parents are now e-mailing if they want any extra sessions which I think is working quite well but am also happy to accept the ad-hoc booking form which is on the website.

If I can be of any further help, please do not hesitate to contact me.

Yours sincerely

Mrs Tracey Andrews

Office Manager

As from I would like my sessions for Breakfast and After School Club to continue as below until further notice. Please ring the sessions you need.

I understand that if I wish to cancel the place, I need to give 2 weeks' notice.

Monday AM PM

Tuesday AM PM

Wednesday AM PM

Thursday AM PM

Friday AM PM

Name of child.....

Signed (parent / carer)

Date