

Highbury Primary School, Nursery and Day Care



Headteacher: Mrs S. Sadler, B.Ed. (Hons)
Deputy Headteacher Mrs S. Boulton B.Sc. (Hons)
Nursery and Extended Services Manager: Miss R Frost
Finance & Admin Manager: Mrs S Beckham

8th November 2017

Dear Parents/Carers,

RE: Breakfast Club and After School Club

Please complete a revised application form if you wish your child to attend Breakfast or After School Club. A new section has been added with regards to setting a password so that we can confirm the identity of someone who is collecting your child and is unknown to us.

Please be reminded that all Breakfast Club and After School Club sessions need to be pre-booked and pre-paid using a Booking Form. All forms are available in the main office or Foundation Stage office. Alternatively they can be downloaded from the school website.

If you pay by childcare voucher you will still be required to book your sessions in advance however, you will receive a monthly invoice detailing the amount due. Payment is to be made upon receipt of invoice.

If your child is staying for dinner, we **MUST** have at least 24 hours' notice. This is to ensure we have the correct amount of food ordered. If a dinner is ordered and we receive no notification that your child will not attend After School Club, you will still be charged for the session. You will also still be charged if you cancel with less than 24 hours' notice.

Please find below a reminder of session times and costs:

Club	Session Time	Cost
Breakfast Club	0750-0840hrs	£3.00
After School Club	1515-1630hrs	£4.50
	1515-1700hrs	£6.75
	1515-1800hrs (including dinner) (Monday to Thursday only)	£9.00
	Late Collection Fee	£5.00 per 15 mins or part thereof

Your child **WILL NOT** be permitted to stay if we have not received a completed Application Form.

Kind regards

Rebecca Frost
Extended Services Manager