



Friday 10th February, 2017

Busy Kids Before and After School Club

After half term we are implementing a new system for the booking and payment of our before and after school club; this will help us calculate day to day numbers for staffing and catering purposes.

We have attached a booking form which we would ask you to complete each week for your requirements the following week.

There are 2 options on the form.

Please complete option 1 if your child comes regularly and your required sessions are always the same; we will hold these sessions for you until you tell us otherwise. If you know your termly requirements you have the option to let us know all on one form.

You should complete option 2 if your child's requirements are different each week.

All booking forms need to be received by the school office no later than 3pm on the Friday before and the school office will need to see that all required sessions are paid for on Parent Pay in advance.

If you have any queries please do not hesitate to speak to Mrs Swindell or Mrs Mitchell in the school office.

Thank you for your support

Yours sincerely,

Mr. Williams