June 2019

Dear Parents/Carers of

Please find attached a booking form for September, October, November and December 2019. There are forms for Littletown Laurels After School Club (ASC) and for Breakfast Club. There are fourteen weeks in the next term and all weeks are included on this booking form. If you wish to use either of our childcare provision please complete the relevant slips and return them to the office. An up to date registration form must be completed before we can accept any bookings.

PLEASE NOTE

When booking sessions you must deposit the correct funds in the relevant parent pay account in advance. Funds for ALL booked sessions will be taken in advance. You will be charged for ALL the sessions you have booked. Credits will only be given if you give us the agreed notice of cancellation. You must also notify us of your intention to collect your child/children early from ASC by 9am in order for a credit to be arranged. In line with our current guidelines: if a booked place is cancelled after 8.30am (for Breakfast Club) or 9am (for ASC) you will still be charged. This is due to the high demand for places and the need to book extra staff in advance. Cancellations due to illness must also be reported in order for no charge to be incurred.

IF YOU HAVE INSUFFICIENT FUNDS IN YOUR ACCOUNTS WE WILL NOT BE ACCEPTING YOUR BOOKING AND YOU WILL NEED TO MAKE ALTERNATIVE ARRANGEMENTS FOR YOUR CHILD/CHILDREN.

The hourly charges are increasing the same and are per child. Breakfast Club is £4.00 for attending all or part of the session. There are three sessions at ASC per day they are 3.15-4.15, 4.15-5.15 and 5.15-6.00. The cost of a session (or part of a session) is increasing to £4.00, i.e. 3.15-4.15 = £4.00, 3.15-5.15 =£8 and 3.15-6.00 = £12.00

You can choose to return the slips at any interval that suits you i.e. weekly, fortnightly, monthly or half termly, but they **must be returned BY the Thursday of the week before the sessions you need in order to secure your place.** We break up on 18th October for a two week half term, Term ends on the 20th December.

This booking form must be handed back before July 1st

Note: Nursery, Rec and year 1 children will be in the nursery for both provisions and will be joined by the older children at 5:30pm.

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| **Breakfast Club Week 1 3rd – 6th September (please tick sessions required)** | | | | | | | |
| Name of child |  | | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 2 9th – 13th September (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 3 16th – 20th September (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 4 23rd – 27th September (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 5 30th – 4th Sept/Oct (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 6 7th – 11th October (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 7 14th – 18th October (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 8 4th – 8th November (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 9 11th – 15th November (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 10 18th – 22nd November (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 11 25th – 29th November (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 12 2nd – 6th December (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 13 9th – 13th December (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 14 16th – 20th December (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **After School Club Week 1 3rd – 6th September (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child |  | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 2 9th – 13th September (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 3 16th – 20th September (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 4 23rd – 27th September (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 5 30th – 4th Sept/Oct (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 6 7th – 11th October (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 7 14th – 18th October (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 8 4th – 8th November (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 9 11th - 16th November (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 10 18th – 22nd November (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 11 25th – 29th November (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 12 2rd – 6th December (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 13 9th – 13th December (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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| **After School Club Week 14 16th – 20th December (please tick sessions required)** | | | | | | | | | | | | | | | | |
| Name of child | Monday  collection by  4:15 5:15 6:00 | | | Tuesday  collection by  4:15 5:15 6:00 | | | Wednesday  collection by 4:15 5:15 6:00 | | | Thursday  collection by  4:15 5:15 6:00 | | | Friday  collection by  4:15 5:15 6:00 | | | Total |
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