July 2018

Dear Parents/Carers of

Please find attached a booking form for September, October, November and December 2018. 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.

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 12th October for a two week half term, term ends on the 21st December.

This booking form must be handed back before July 11th.

Note: Another reminder that Rec and year 1 children will be in the nursery for both provisions (until 5:30pm when they will be brought to the hall).

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| **Breakfast Club Week 1 4th – 7th September (please tick sessions required)** | | | | | | | |
| Name of child |  | | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 2 10th – 14th September (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 3 17th – 21st September (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 4 24th – 28th September (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 5 1st – 5th October (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 6 8th – 12th October (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 7 29th – 2nd Oct/Nov (please tick sessions required)** | | | | | | |
| Name of child | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
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| **Breakfast Club Week 8 5th – 9th November (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 9 12th – 16th November (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 10 19th – 23rd November (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 11 26th – 30th November (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 12 3rd – 7th December (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 13 10th – 14th December (please tick sessions required)** | | | | | | |
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| **Breakfast Club Week 14 17th – 21st December (please tick sessions required)** | | | | | | |
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| **After School Club Week 1 4th – 7th 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 10th – 14th 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 17th – 21st 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 24th – 28th 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 1st – 5th 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 6 8th – 12th 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 29th – 2nd Oct/Nov (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 5th – 9th 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 12th– 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 19th – 23rd 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 26th – 30th 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 3rd – 7th 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 10th – 14th 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 17th – 21st 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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