

Lympne C.E Primary School

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Octavian Drive
Lympe
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Monday 30th January 2017

Dear Parents/Carers

Re: After School Club – TERM 4 2017

Following the successful booking system for After School Club so far this academic year, the club has been able to run in a really efficient way with the office being able to allocate spare places to parents should they require them on specific evenings; as a result of this, the club will continue to run the booking system in the same way, if you are interested in your child attending After School Club for Term 4, please complete the attached form and return it **with full payment** to secure your child's place in the club.

Please note cheques will not be cashed until the start of Term 4 - week beginning Monday 20th February 2017

Places will be allocated on a **termly first come first served** basis (similar to Multi-skills club) – parents will need to sign up for a term at a time and payment will need to be made in advance. Parents can sign children up for a half or full session. Sessions will be as follows:

Half session: 3:10-4:30pm – children receive a drink and small snack in this session. **Cost £4.00**

Full session: 3:10-5:45pm – children receive a drink and small snack as per half session and will then be offered a fuller snack around 5pm, crackers and cheese, toasted sandwich, soup etc. **Cost £7.00**

Please note there will not be a family discount for more than one child in attendance.

Due to child/staff ratio, we will have allocation for 30 children to attend half sessions and 12 in the full sessions.

If your child is absent but you have paid for a session, there **will not** be a refund as we will be unable to take anyone else in their place at short notice; this is common practice in many after school club settings. **Secondly, once you have made your booking, please be sure they are the sessions you definitely require, as once we have confirmed your place there will be no refunds – we are also unable to transfer sessions between days – if you no longer need a session but require a different one then you must re-book and pay for additional sessions as we may have turned children down for the original place – thank you.**

When forms have been received, places will be allocated on a first come first served basis and you will be informed whether you have been successful. If you are unsuccessful, monies and form will be returned. Cheques to be made payable to **Lympne CEP School** please.

Please be advised that the After School Club facility finishes at 5:45pm promptly and we would appreciate parents/carers ensuring that they are collecting their child by this time. Whilst we appreciate that on occasion traffic or weather etc can be a hold up, messages can be left on the club mobile: 07833 582281 or school can be rung on 01303 268041 – there is always someone in the office till 5.00pm. Thank you. Persistent lateness may jeopardise your child's place in the club.

Yours sincerely

Anna Ladd



Lympne C.E Primary School

I wish my child(ren) : _____ to
attend After School Club for the following sessions – Term 4 2017:

	Mon 20 th Feb	Tues 21 st Feb	Weds 22 nd Feb	Thurs 23 rd Feb	Fri 24 th Feb
Half session					
Full session					
	Mon 27 th Feb	Tues 28 th Feb	Weds 1 st Mar	Thurs 2 nd Mar	Fri 3 rd Mar
Half session					
Full session					
	Mon 6 th Mar	Tues 7 th Mar	Weds 8 th Mar	Thurs 9 th Mar	Fri 10 th Mar
Half session					
Full session					
	Mon 13 th Mar	Tues 14 th Mar	Weds 15 th Mar	Thurs 16 th Mar	Fri 17 th Mar
Half session					
Full session					
	Mon 20 th Mar	Tues 21 st Mar	Weds 22 nd Mar	Thurs 23 rd Mar	Fri 24 th Mar
Half session					
Full session					
	Mon 27 th Mar	Tues 28 th Mar	Weds 29 th Mar	Thurs 30 th Mar	Fri 31 st Mar
Half session					NO ASC
Full session					NO ASC

Parent Name: _____

Child's class: _____

I enclose payment for: £ _____

Signed: _____ Date: _____

