

Breakfast Club & Kids Club Occasional Bookings/Payment

Dear Parents & Carers

21st March 2019

We are very pleased that both our before and after school care clubs are well attended and are clearly a help to our families when arranging childcare. We understand that situations 'crop up' and we want to be able to offer parents the continued flexibility of making occasional and last minute bookings.

In recent weeks, there has been an increase in administration in managing the collection of payment for these occasional bookings. Therefore, in order that we do not have to increase costs to parents, we shall be implementing the following payment system with effect from Monday 25th March 2019.

All occasional, last minute bookings or changes to block bookings must be made via the office, if the office is closed please leave a message on the answerphone or via e mail office.lees@bronteacademytrust.org.uk

Payments for block bookings will remain the same with invoices being issued and payment being made half termly in advance.

All occasional/last minute bookings must be paid for at the time of booking or when dropping off or collecting your child from the club. Payment can be either cash or cheque payable to Lees Primary School Breakfast Club. Please put payment in a sealed envelope with Child's Name, Club Attending and the date the payment is for. Please note the club staff will not issue change.

Payments will be processed and receipts sent home in your child's book bag. Should payment not be received, we will send a text message reminder.

Please note that if there is an outstanding payment either on invoice or for a one off booking, no further bookings can be taken until the debt has been cleared.

Your support in this matter would be most appreciated and will help ensure that we can continue to offer these care clubs at the current rates.

Thank you

Mr E Whitehead

Headteacher