

**HEAD OFFICE**

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1 July 2016

Dear Parents/Guardian

**Re: Summer Holiday Programme**

Welcome to our Summer Holiday Programme for 2016.

The cut off day for bookings is the Wednesday before the week that the care starts, there is a late booking fee of £2.50 per day for any bookings received after the deadline, so to avoid extra charges please book early.

**Deadline dates are as follows:**

Week Number	Week Commencing	Booking Deadline Date
One	25/07/2016	Wednesday 20 <sup>th</sup> July 2016
Two	01/08/2016	Wednesday 27 <sup>th</sup> July 2016
Three	08/08/2016	Wednesday 3rd August 2016
Four	15/08/2016	Wednesday 10 <sup>th</sup> August 2016
Five	22/08/2016	Wednesday 17 <sup>th</sup> August 2016
Six	29/08/2016	Wednesday 24 <sup>th</sup> August 2016

- Please note this term we will be open every day 07.30am to 6pm
- The daily care fee is £23.00 plus additional costs for trips, which are stated on the programme.
- All trips are compulsory.
- It is important that on days out your child/children are at the club for 9.00am
- Our policies and procedures are available upon request
- Please ensure your child has appropriate clothing for the day's activities
- Please provide a packed lunch unless otherwise stated
- Activities are planned weather permitting: staff will re-schedule or cancel activities if necessary
- If your child needs medication, a form must be completed and handed in on arrival
- Any cancellation is fully payable due to staff ratio and advanced planning
- Any comments and ideas are welcome, please ask a member of staff for a feedback form.
- Please can you ensure that all clothing/shoes are clearly labelled with your child's name.

We look forward to seeing you all for lots of great fun and activities.

Yours sincerely

*A Vali*

Asif Vali  
Director