

KS/CC

6<sup>th</sup> December 2018

Dear Parent/Guardian,

**Christmas Holiday Club at the Lower Prep Department**

We are making plans for the Christmas Holiday Club. The dates are as follows:

Monday 17<sup>th</sup> – Wednesday 19<sup>th</sup> December 2018

Thursday 3<sup>rd</sup> – Friday 4<sup>th</sup> January 2019

The cost for one week is £100.00 or £25.00 per day.

**Due to Ofsted regulations for our out of school care, we can only accept pupils from the term that they turn the age of three. Please also note that all dates booked must be paid for, as staffing is arranged according to the number of pupils attending.**

The deadline for your booking is **Wednesday 12<sup>th</sup> December 2018**. Any bookings made after this date will not be accepted as any places that are still available will be offered to children who do not attend Beech House School.

**Your child will need to bring with them a packed lunch, a healthy snack and a drinking bottle. Wellington boots, the red school rain coat and a change of clothes will also be needed.**

**The Holiday Club opens from 8.30am – 5.00pm. Please note that your child must arrive before 9.30am as we cannot guarantee that the Holiday Club will be still at school after that time.**

Please complete the slip attached and to the school office by **Wednesday 12<sup>th</sup> December 2018**.

Yours sincerely,

**K. Sartain**  
**Principal**

## Christmas Holiday Club at the Lower Prep Department

I wish my child \_\_\_\_\_ Year \_\_\_\_\_

to attend the Christmas Holiday Club as follows:

Monday 17<sup>th</sup> December 2018

Tuesday 18<sup>th</sup> December 2018

Wednesday 19<sup>th</sup> December 2018

Thursday 3<sup>rd</sup> January 2019

Friday 4<sup>th</sup> January 2019

I acknowledge that the days I have indicated are correct and I understand that I will be charged accordingly.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Method of payment:

Cash

Cheque

Debit Card

Credit Card  Please note: a charge of 3% will apply

Card No \_\_\_\_\_

Start Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

Issue No \_\_\_\_\_

Security Code \_\_\_\_\_

House No \_\_\_\_\_

Postcode \_\_\_\_\_