



Dear Parents

I am writing to inform you of a change to the fees and booking policy. At the last committee meeting we reviewed the late collection policy following the introduction of the new session times. We appreciate that due to traffic and parking there may be the occasion you may be slightly late. We can not have collection anytime between the two finish times of 3:00 and 3:30 as this is disruptive to staff and upsetting for the children. The following has been added into the fees and booking policy:

“If a child is not picked up within 5 minutes of the correct collection time, after a morning session or afternoon session there will be a £5 surcharge per each 15 minutes. If the child is booked in until 3:00 and the parent arrives once the gate is locked, the parent will have to wait until 3:30 to pick their child up.”

Thanks for you understanding with this matter and these occurrences are rare but we felt we needed some consistency for staff, parents and the children.

Many Thanks

Liz