

June 2019

Dear Parents,

**EARLY MORNING CARE – AUTUMN TERM 2019**

Early Morning Care will re-commence on Wednesday 4<sup>th</sup> September 2019 from 07.30-08.30hrs. The session will cost £4.75 per pupil irrespective of what time your child is dropped off and will be led by a qualified member of staff.

All Prep pupils will be walked up to the Prep Building at **08.20hrs**.

Early Morning Care will take place in the EYFS building at Pre-Prep and is available to all children at the Preparatory School. **The side gate will be opened at 07.30hrs. Please note children will not be supervised until the 07.30hrs start time and all pupils Nursery-Year 5 should be brought into the EYFS building by their parents – please do not drop your child off at the gate to walk in unaccompanied.**

All pupils must be registered, so please complete Section A on the Form overleaf, even if you do not have any specific dates in mind at the moment. If on a specific day, a parent suddenly needs a pupil to attend, that pupil should be taken directly to Mrs. Alford in the EYFS building. If you are a parent who needs a regular booking, please ensure this Form is filled in each term.

The intention is to make the morning as similar to being at home as possible and we will be offering a variety of activities. The school will not be providing breakfast, but your child may bring in a breakfast snack and packet/carton drink if you so wish.

**For the safety of children and staff, please note that the car park at the front of Pre-Prep is a staff car park only. Parents should use the Bourne Hall car park when bringing their child to Early Morning Care.**

Please return the completed Booking Form for the Autumn Term to Mrs Collett or Ms Noble by **Friday 5<sup>th</sup> July 2019 at the latest in order to secure a place for your child.**

Yours sincerely

Mrs S Fowler  
Early Morning Care Co-ordinator

**Early Morning Care Booking Form**  
**Autumn Term 2019**

**SECTION A**

*To be completed by all parents who wish to use this facility, however infrequently.*

Child's Name: ..... Class: .....

Medical Information:.....

Emergency Contact Numbers:.....

GP Name and Telephone Number .....

I wish to register my child for Early Morning Care. I am aware of the arrangements.

Name:..... Signed:.....

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**SECTION B**

*To be completed by parents who wish to book Early Morning Care sessions between Wednesday 4<sup>th</sup> September – Wednesday 18<sup>th</sup> December 2019.*

I wish to register my child for the following sessions:

**Please tick the box indicating the mornings you wish to book.**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Week beginning Monday 2 <sup>nd</sup> September	HOLIDAY	HOLIDAY			
Week beginning Monday 9 <sup>th</sup> September					
Week beginning Monday 16 <sup>th</sup> September					
Week beginning Monday 23 <sup>rd</sup> September					
Week beginning Monday 30 <sup>th</sup> September					
Week beginning Monday 7 <sup>th</sup> October					
Week beginning Monday 14 <sup>th</sup> October					
<b>H A L F T E R M</b>					
Week beginning Monday 4 <sup>th</sup> November					
Week beginning Monday 11 <sup>th</sup> November					
Week beginning Monday 18 <sup>th</sup> November					
Week beginning Monday 25 <sup>th</sup> November					
Week beginning Monday 2 <sup>nd</sup> December					
Week beginning Monday 9 <sup>th</sup> December					
Week beginning Monday 16 <sup>th</sup> December				HOLIDAY	HOLIDAY