



November 2018

Dear Parents,

EARLY MORNING CARE – SPRING TERM 2019

Early Morning Care will re-commence on Thursday 3rd January from 07.30-08.30hrs. The session will cost £4.50 per pupil irrespective of what time your child is dropped off and will be led by a qualified member of staff.

All Glyn House pupils will be walked up to Glyn House at approximately 08.20hrs.

Early Morning Care will take place in the Nursery Building at Chessington Lodge and is available to all children at Chessington Lodge and Glyn House. **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 Nursery 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 Nursery. 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 Chessington Lodge 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 Spring Term to Mrs Collett at Chessington Lodge or to Ms Noble at Glyn House by **Friday 7th December 2018 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
Spring 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:.....

SECTION B

To be completed by parents who wish to book Early Morning Care sessions

*Between **Thursday 3rd January – Friday 5th April 2019***

I wish to register my child for the following sessions:

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

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Week commencing Monday 31 st December	HOLIDAY	HOLIDAY	HOLIDAY		
Week beginning Monday 7 th January					
Week beginning Monday 14 th January					
Week beginning Monday 21 st January					
Week beginning Monday 28 th January					
Week beginning Monday 4 th February					
Week beginning Monday 11 th February					
	H	A	L	F	T
				E	R
Week commencing Monday 25 th February					
Week commencing Monday 4 th March					
Week commencing Monday 11 th March					
Week commencing Monday 18 th March					
Week commencing Monday 25 th March					
Week commencing Monday 1 st April					