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13<sup>th</sup> July 2020

Dear Parents,

### **Re Wrap around care update at Malcolm Sargent Primary School**

We are delighted that we can resume wrap around care – breakfast club and after school club – from the 3<sup>rd</sup> September at Malcolm Sargent Primary School. We are aiming to run in larger groups and no longer have to keep children in their school year pods. We will have to closely monitor numbers of children in line with current Government guidance. Because of this we have had to make a few amendments to the sessions we are able to offer.

To allow us to plan for September we require you to complete a **new booking form** for the new school year. This allows us to gauge attendance numbers but also ensures any old booking patterns are removed and updated to avoid billing discrepancies. We are aware that many parents' childcare requirements have changed and we want to ensure we have the correct booking patterns from the start of the term. Our existing 48 hour cancellation policy will still apply.

### **Booking sessions will run as follows:**

The Breakfast Club will be available from 7.30am. Children can be dropped at any time between 7.30am and 8.30am in order to facilitate a safe drop off to classrooms once the school day begins. Drop off will be at the Year 2 cloakroom doors. Breakfast will be available for all children until 8.30am. Children who attend breakfast club will be taken to their classrooms from 8.40am by the Acorn team ready to start the day.

The Afterschool club sessions will run from the end of their school day until 6pm. A light tea time snack will be available for all children attending afterschool club. Collection of all children will be from the main school reception but please be reminded that adults will not be permitted into the building. Acorn staff will bring children and their belongings to reception. Children can be collected at any time from afterschool club but you will be charged for the whole session. This is because we have to provide sufficient staff to manage the needs and safety of your child.

For the first term at least, we will not be running any external club sessions. However, we will continue to review this in line with Government guidelines and will continue to liaise with our regular club providers.

**Please complete the attached booking form and return by email to: [enquiries@acornchildcarecentre.co.uk](mailto:enquiries@acornchildcarecentre.co.uk)**

With Kind regards

***From Little Acorns to Mighty Oaks***

Acorn Childcare Centre Limited

Registered in England Under Company Number 08500733

Registered Office Address is at Malcolm Sargent Primary School Empingham Road Stamford Lincolnshire PE9 2SR

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A handwritten signature in black ink, appearing to read 'L. Hodgett'.

Lorna Hodgett  
Acorn Childcare Centre Manager