



St Andrew's CE Infants' School

Winchelsea Road, Eastbourne, East Sussex BN22 7PP

Tel: (01323) 724749 Fax: (01323) 410309 Email: office@st-andrews-inf.e-sussex.sch.uk

Head Teacher: Mrs. C. Meakins Deputy Head Teacher: Mr. P. Crossingum

EARLY MORNING CLUB BOOKING FORM

The club runs from 8 a.m. - 8.45 a.m. Children have a variety of activities to engage with and are supervised by Mrs Trotter and Mrs Campbell. The cost for each session is currently £3.50. As detailed in our Charging Policy, parents have the option to pay either daily/weekly/monthly, however, payment **must** be made in advance. If paying monthly, this should be due on the first Monday of each month.

If payment has not been received by the Thursday of each week unfortunately your child will not be able to attend the following week. If we feel the debt is significantly substantial we will seek legal advice from ESCC.

If you no longer require a place for your child, please inform Mrs Trotter or Mrs Campbell, as it is a popular opportunity and we have a waiting list. You will need please, to complete the week of your decision with payment for the sessions attended. If your child is absent from school, and therefore from the club, the sessions will still, please, require payment.

Places (20) for Early Morning Club are given on a first come, first served basis.

Please do ask if you have any queries. We look forward to seeing you, bright and early!

Please complete the form overleaf for our records.



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Please return this form to the School Office.

I would like to book a place at St. Andrew's C.E. Infants' School Early Morning Club as from:

_____ (please give date).

My son/daughter will be requiring a space to come to the club on:- (please tick relevant days)

Monday Tuesday Wednesday Thursday Friday

Child's Name: _____ Class: _____

Parents Contact Telephone No: _____

I have read the letter regarding the Early Morning Club and am signing to acknowledge the information therein.

Signed: _____ Date: _____