



Telford Infant School, Kelvin Road, Lillington, Leamington Spa CV32 7TE

smilesclub@welearn365.com

8 May 2017

Dear Parent/Carer

As from September 2017, SMILES Breakfast Club will be introducing a new procedure for booking places. This will bring it in line with the system already being used for the After School club.

Everyone who currently has a place at BC will retain this, but we will be asking that you stipulate which sessions you wish to book in advance. There is an accompanying form with this letter which you will need to fill out; indicating which days you require. The fees will be paid in the same way as After School Club, so will be paid in advance and half termly. An invoice will be provided.

The club will try and accommodate any urgent requests for additional sessions, if we have capacity to do this. There will also be an opportunity to change the pattern of sessions, but only half termly.

We request that if your child is not able to attend Breakfast Club for any reason, please notify the Club within 24 hours where possible. We regret that we are unable to refund fees should your child not attend on the day booked. Persistent non-payment can result in the loss of your child's Breakfast Club place.

If you have any further questions please contact Michelle Hutton, the SMILES Business Manager on Hutton.m@welearn365.com or SMILES Supervisor Karen Gale Gale.K4@welearn365.com, phone: 07503 734304.

For more in-depth information about how the club is run, including policies and procedures, please do refer to our Information and Conditions booklet. This can be found at Club and on the Telford Infant School website (*under the Our School Community tab.*)

Please return your completed forms by *Friday 9th June* to smilesclub@welearn365.com or hand them in to Telford Infant School reception in an envelope marked 'SMILES Breakfast Club booking fao M Hutton/K Gale.

Yours sincerely

Michelle Hutton
SMILES Business Manager