



Changes In Attendance in After School Club

Any permanent change in the day/s your child/ren attends the after school club must be requested in writing on a Session Change Form.

We cannot guarantee that your request will be successful; this is due to availability of places. You may be put on our waiting list.

You must also fill out a form if you wish to give us notice of days and if you want a fee free period.

All relevant forms can be obtained from the Manager or the Deputy Manager.

Please address your request to the Manager or Deputy and either hand it to one of our after school club staff, or post it to the address below.

Thank you for your co-operation in this formal step, but we hope you understand the need for having such important matters properly dealt with.

October 2019

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9QN