



Duncombe  
School

An Independent Preparatory  
School and Nursery

## Treetops After School Care Monday 5<sup>th</sup> September 2016 to Thursday 15<sup>th</sup> December 2016 inc.

June 2016

Dear Parents,

We have pleasure in enclosing our booking form for Treetops After School Care for the Autumn Term 2016. Activities will vary during the care sessions depending on numbers, weather and ages of children attending but will include painting, colouring, outdoor play and construction.

I am also delighted to confirm that from the Autumn Term we will be extending our Wrap Around Care Provision until 6.30pm. Please indicate on the booking form whether you will require care until 5pm, 5.30pm, 6.00pm or 6.30pm..

There will be no After School Care provision on the following dates:

- October Half Term, Friday 21<sup>st</sup> October to Friday 28<sup>th</sup> October 2016 inclusive

Bookings for After School Care can be made immediately by completing the attached Booking Form. This booking form is now available electronically in "Word" format so that you are able to complete it, save it to your computer and then either print it off and hand it into the School Office or email it back to us as an attachment using the email address shown below. Please only use this email address and not the general one for the School Office for returning these forms. If you are returning the form electronically please type your name into the Parent's Signature box to confirm you accept the terms and conditions on the booking form.

**[wraparound@duncombe-school.co.uk](mailto:wraparound@duncombe-school.co.uk)**

Please ensure you use one booking form per child. The closing date for all bookings is **noon on Monday 4<sup>th</sup> July 2016**. Please note that an administration charge may be levied for amended bookings.

Yours sincerely,

**Mr Jeremy Phelan**  
Headmaster



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## Treetops After School Care Costs per Term Autumn Term 2016

Days	3.30pm – 5.00pm	3.30pm – 5.30pm	3.30pm – 6.00pm	3.30pm – 6.30pm
1 day	£106.00	£140.00	£182.00	£224.00
2 days	£212.00	£280.00	£364.00	£448.00
3 days	£318.00	£420.00	£546.00	£672.00
4 days	£424.00	£560.00	£728.00	£896.00
5 days	£477.00* *Including 10% discount	£630.00* *Including 10% discount	£819.00* *Including 10% discount	£1,008.00* *Including 10% discount

### Supplementary Charges

Regular Care for Treetops Children between 3.30pm and 4.15pm	£48.75 per term per day (Including a free snack tea)
One off Care for Treetops Children between 3.30pm and 4.15pm	£6.00 per day (Including a free snack tea)
Any Child booked into care until 5.00pm but not collected until after 5.05pm	Charged until 5.30pm at a rate of £3.55 per day
Any Child booked into care until 5.30pm but not collected until after 5.35pm	Charged until 6.00pm at a rate of £4.05 per day
Any Child booked into care until 6.00pm but not collected until after 6.05pm	Charged until 6.30pm at a rate of £4.55 per day
Children not collected by 6.35pm	£5 per five minutes per child
Changes to chosen activities made after the start of a new term	£15 per amendment/change per child