



St Vincent's Catholic Primary School

Hammersmith Gardens, Houghton Regis, LU5 5RG

Telephone: 01582 862456

Fax: 01582 863870

Email: stvincents@cbc.beds.sch.uk

Website: www.stvincentshr.org

Head Teacher: Mrs K Armstrong

RE: WELCOME PACK FOR EARLY BIRD'S AND LATE OWL'S

Dear Parent/Carer,

Please find enclosed your welcome pack which includes information regarding the club's arrangements, financial information, policies in place, and all other general information that you may require.

The booklet is designed to cover all the information you require, however if you have any questions please do not hesitate to ask. In addition, we have enclosed both our Arrivals and Collections policy and Uncollected children's policy.

Please note that, as previously stated, a registration fee is required per family, the registration fee is £10 and the registration fee form is enclosed. Details regarding payments are outlined in the information booklet.

We hope your child(ren) enjoys the time spent at the Early Bird's and Late Owls club.

Yours sincerely,

Mrs K Armstrong
Head Teacher

September 2018

"Jesus, be the centre of our lives"



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Re: Registration fee

Dear Parent/Carer,

This letter is requesting payment of the registration fee in place for the Early Bird's and Late Owl's club. A £10 fee per family is required in order for our child(ren) can attend the sessions requested.

Please complete the slip below and return with the registration fee and confirm that you have read, understood and accept all the policies and procedures that are in place for the club.

Please note this is required in order for your child(ren) to attend the club.

I have read and understand, and hereby accept the policies and procedures that are in place and I am happy for my child(ren) to attend.

I enclose the required registration fee of £10.00 below.

Child/Family name: _____

Parent/Carer name (Please Print) _____ Signature _____

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