



Nutgrove Community Centre
2 Govett Road
Thatto Heath,
St Helens,
WA95NH

☎ 01744 817074/07917795687

Email thattoheathplaydays@outlook.com

Dear Parents

We have been working with Nutgrove school in relation to the Afterschool service run by Playdays. From January 2020 we will be making some changes to our service to ensure the communication between parents, the school and ourselves is improved.

Each day we will be sending a list to the school containing the names of the children we will be picking up on the evening, this information will be then sent to the class teacher so they are fully aware of the children we are collecting. To ensure this happens accordingly, we are asking parents to book onto the afterschool sessions in the following way:

- Book in through message by contacting us on 07917795687 or by email on thattoheathplaydays@outlook.com

Once we have received your request, we will send you a response to confirm.

If your child attends Playdays on set days, could you please complete the section on this letter and return it to us, parents who return the slip do not need to contact us as we will use this information to add your child onto the register as requested.

If your child attends Playdays on an ad hoc basis, we are asking all parents to book your child in with us in advance if possible and at the latest 12pm on the day you wish your child to be picked up by us. 12pm will be the cut off time to make a booking as the list will be sent to the school after this.

The same policy also applies to cancellations. If you have booked your children into afterschool club and would like to cancel us picking them up, we need to be informed of this before 12pm on the day, failure to do so will result in you being charged for the session.

We also understand that some parents may be in a position that you require an emergency pick up, please contact us and we will inform the school reception of this change as we arrive at the school.

We hope you understand the reasons for making the above changes to our collection procedure, we feel the changes will help us to work in collaboration with Nutgrove school to run the afterschool club successfully. If you would like to discuss this matter further, please don't hesitate to contact me on 07917795687

Yours Sincerely

Laura Ashton
Nursery Manager