

Dear Parents/Guardians

Thank you for your inquiry about The Dell. I have pleasure in enclosing the following information:

1. Booking form. The Dell has an admission policy, which is enclosed; you may therefore be placed on a waiting list. Before completing the booking form please speak to Sara Atkins on 01920 885143 to discuss availability.
2. Registration form, Club rules and acceptance form- please complete and return it with your booking form to Sara Atkins.
3. Holiday booking form (if available at this time). These forms are available several weeks before each playscheme begins.
4. Standing Order Mandate- if you were going to have a regular booking, paying by standing order is now compulsory.

GENERAL INFORMATION

1. After school the children will be cared for in two groups. Nursery, reception and infant children will be in The Dell building. Junior children will be in the Queens building dining room. Please collect your children from the appropriate place(s) and make sure they know where they are going at the close of school. All children year 2 and below are collected from their classrooms by Dell staff.

2. Staffing and Committee

Bills and Bookings	Sara Atkins Rapier Group, Crane mead, Ware, Herts SG12 9PW
Co-ordinator	Kirstie Perry
Human Resources Manager	Carolyn Gee
Senior Playleaders	Janis Pearson, Dean Herdman Hayley-Anne Trundell
Playleaders	Tara Loizou, Daniel Harman, Kelly Rich, Marilyn Lazarri, Sam Stula, Becky Frith
Trustees	Greg Anderson (Chair) Jan Goodeve (Vice Chair) Samantha McGee (Secretary) Sharon Jones (Treasurer)
3. Payments	

Invoices are sent out termly. It would be appreciated if they could be paid **ASAP**. Cheques can be sent directly to Sara Atkins at Rapier Group. Cheques should be made payable to "**THE DELL**". **Standing order payments are available.**

4. Scale of charges

The fees for the clubs from the new term are as follows :-

	Daily £	Weekly £	Breakfast and AS Club £
Breakfast club	3.33	16.66	
Lunch club	4.57	22.84	
Dellytots Afternoon	8.87	44.34	
After school club up to 6pm	7.70	36.85	53.51
Holiday club – Breakfast club	3.33		
Holiday club	18.87/17.87		

Any casual sessions booked during the school term will cost £8.25 for the After school Club, Lunch Club £4.84, Dellytots Afternoon £9.14 and £3.55 for the Breakfast Club.

If you would like to visit The Dell, Please make an appointment with out **CO-ORDINATOR**. Kirstie can be contacted on 07958 521201 or 07958 521202 and she will be more than pleased to show you around.

Yours Sincerely,

Sara Atkins
Finance and Admin Officer