



Please ask for:	Mrs Tracy Mcilvar
Direct Dial:	01478 614890
E-mail:	tracy.mcilvar@highland.gov.uk
Your Ref:	Holiday Provision
Our Ref:	TPM
Date:	21 September 2017

Dear Parent/Carer

Out of School Care (OOSC) – Opening of Service

The Highland Council Childcare Service provides a safe, stimulating childcare environment that advances children's education and provides facilities that promote enjoyment and social welfare using recreational and other leisure time activities that compliment those provided at school and in their home.

We are currently trying to gauge interest in using the OOSC Service during the October holiday. We are keen to offer a service but have to be mindful of this being financially viable.

Without confirmed bookings Highland Council will not be able to provide a service during the holiday. We would therefore greatly appreciate a prompt response by completing and returning forms to school by **Monday 25 September**.

½ day charge £16.80 Full day charge £33.00

Could you please note that prior to using the service a Registration form and Direct Debit Mandate are required. These can be collected from the school office.

Cancellations must be made at least 48 hours in advance otherwise the full fee will be charged

Yours sincerely

Tracy

Tracy Mcilvar

Family Resource Co-Ordinator

We would be grateful if you could indicate your interest in using the OOSC by noting in each box how many children you would like to attend the club.

Parent/Carer Name:

Day and Date	Morning	Afternoon	Full Day
Monday 9 October			
Tuesday 10 October			
Wednesday 11 October			
Thursday 12 October			
Friday 13 October			
Monday 16 October			
Tuesday 17 October			
Wednesday 18 october			
Thursday 19 October			
Friday 20 October			