Dear Parent/Guardian

**Please note that until further notice all clubs can only be used for childcare purposes only.**

**(No occasional drop ins or bookings)**

**The 2-3 Club will no longer be a ‘one pick up club’ facility.**

Please indicate the days and times you wish to enrol your child for either the month of September 2020 or the whole term to December (if you know what you need) and email this to the school [info@stbrigidsps.ballymoney.ni.sch.uk](mailto:info@stbrigidsps.ballymoney.ni.sch.uk) before Friday 28th August 2020.

Reminder:

* All after school club documentation will be on the school website in the After School Club Folder.
* Documents include the After School Club Contract, a link to the form for agreement and all monthly booking forms.
* Please read the After School Contract.
* Please click on the link to agree to the terms and conditions of the After School Club Contract.
* Agreement link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=-yeCOETeDkaBkAVAK4mNqMjAn6Rw9FZFoJKRknI5evRUQkpITEw1NFQ2M0k2TElZNUpFTTRGQ0pBNi4u>

* All places must be pre-booked for Sunshine Club - Breakfast & Afternoon (includes 2-3 Club and 3-5.30 pm Club)
* Please complete the booking form for September or for September – December and preferably email to the school [info@stbrigidsps.ballymoney.ni.sch.uk](mailto:info@stbrigidsps.ballymoney.ni.sch.uk)
* Sunshine Club no longer operates on a drop in basis - strictly booked places only.
* If your child/children attend Sunshine Club on the same day and times each week a block booking is available until Christmas – please see booking forms on website.
* Invoices will still be prepared on a monthly basis on receipt of your booking form and I would ask you to forward a cheque or cash for the amount specified to the office within 3 working days of receiving this invoice. Payments can also be made by bank transfer if preferred. (Please speak to Susan for bank details).

Kieran O’Neill

Principal