



Castle Early Birds Late Collection Notice

Child's Name: _____ **Date:** _____

Time Collected: _____

Dear Parent/Carer,

This is to inform you that your child was collected after our agreed pick-up time of **5:30 pm**.

As stated in our policy, a **late collection charge of £5** applies for pick-up after 5:30 pm. This fee contributes towards the additional staffing costs required when children are collected late.

We kindly ask that future collections are made on time to avoid further charges.

Thank you for your understanding and cooperation.

Kind regards,

Mandy Brittan
Castle Early Birds



Return Slip

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Child's Name: _____ **Date paid:** _____

Method of payment:

Cash yes/no

Or

Online payment yes/no Bank Account:- Castle Early Birds a/c 24457063 sort code 30-96-11