

Dear Parents,

We would like to remind all families of the importance of keeping *The Squirrel Club* informed about any changes to your child's arrangements. This helps us ensure every child is safe and accounted for at all times.

Please note the following:

- **If another parent or adult is collecting your child from The Squirrel Club**, this must be arranged in advance. Please inform Squirrels directly. It is not the responsibility of Squirrels staff to phone parents to seek permission at the end of the day.
- **If your child is not attending The Squirrel Club** for any reason (illness, being picked up earlier, change of plans), please let us know as soon as possible. Searching for children who are unexpectedly absent is time-consuming and causes unnecessary worry for staff.
- **If your child is attending a school-run club and you plan to collect them directly afterwards**, rather than having them return to Squirrels as booked, please notify us in advance.
- **Parents must remain contactable while their child is in Squirrels.** If staff call you, please return the call promptly to avoid unnecessary delay.

Your cooperation ensures the safety and well-being of all children in our care, and we are very grateful for your support.

Thank you,

The Squirrel Club Team