**Our Ref:** LMCA/JA/MMcK

**Date:** 19 January 2024

**Parents/Carers of 3 to 5 year old children attending Catrine Early Childhood Centre**

Dear parent/carer,

Due to staff availability, the service at Catrine ECC will continue to be reduced for the week of Monday **22nd January until Friday 26th January 2024.**

All children should continue to attend for either a morning session from **9:00am-12 noon** or an afternoon session from **12.45pm-3.45pm** as follows:

**Morning session from 9:00am to 12 noon from Monday 22nd January - Friday 26th January**

**Groups to attend are:**

* **Sherrie's Sharks**
* **Leoni's Starfish**
* **Michelle's Bumblebees**

**Afternoon session from 12.45pm-3.45pm** **Monday 22nd January - Friday 26th January**

**Groups to attend are:**

* **Rena's Butterflies**
* **Carrie's Caterpillars**
* **Julie's Jellyfish**

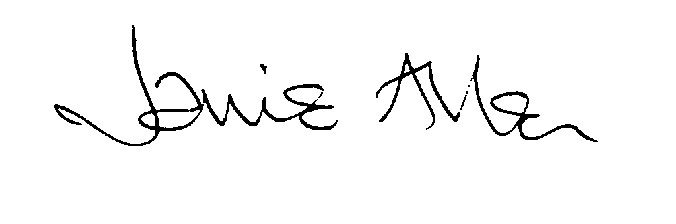
Packed lunches will be provided for all children, either at the end of the morning session or start of the afternoon session.

If you have no other means of sourcing childcare and require this for work reasons, please contact Alana Speirs, Depute Manager, or Judith Govans, Head Teacher, as soon as possible and they *will try and accommodate childcare needs, where possible, if staffing levels permit***.**

Further contact will be made with parents/carers on Friday 26th January to advise if the service will return to normal levels on Monday 29th January.

We apologise for the short notice and any disruption this may cause, but it is essential that we are able to operate in a safe manner with the staff available to the ECC.

Kind regards,





LINDA McAULAY-GRIFFITHS JANIE ALLEN

**Chief Education Officer and Strategic Education Manager:**

**Head of Education Early Intervention**