

Dear Parents and Guardians,



We are delighted to welcome your family to Edu-Play Holiday Club! Thank you for choosing us to be part of your child's school holiday experience. We are excited to provide a safe, fun, and engaging environment where children can make new friends, learn new skills, and create lasting memories. Each day will be filled with a variety of activities including arts and crafts, sports, team games, themed days, teacher focus groups, and plenty of opportunities for fun and adventure. Our experienced and caring staff are committed to ensuring every child feels welcome, included, and supported.

Club opening times:

Mon-Fri (except for bank holidays)

9am-5pm. All children MUST be collected by 5pm or a late collection fee will apply.

What to Bring:

- Comfortable clothing suitable for active play that may get a bit messy
- A **named** packed lunch with an **ice pack** and a **named** water bottle
- **Named** slippers or indoor shoes
- A coat or sun protection depending on the weather
- Any required medication (clearly labelled)
- A change of clothing, especially if your child is 4-6years
- NO TOYS from home please.

Drop-off and Pick-up:

Children must be signed in and out each day by a parent or authorised adult. If someone different will be collecting your child, please inform us in advance.

Packed lunches:

- We are a NUT FREE setting to ensure we can keep everyone safe. We do not allow peanut butter or chocolate spread.
- Please ensure there is an ice pack in the lunch box and that the lunch box is clearly named.

- We are a healthy setting and require children to have healthy packed lunches.

Important information:

Please let us know if your child has any likes/dislikes/fears. We can plan around what they might like to spend their time doing at our club. We want them to be happy and have a great time.

We aim to take the children out every day for fresh air and a play. We may go to the local park. Please provide a change of named shoes in case they get muddy.

If you have any questions before or during the holiday club, please do not hesitate to contact us at [insert phone number] or [insert email address]. We are here to help.

Warm regards,

A handwritten signature in black ink that reads "S.L. Rayner". The signature is written in a cursive style and is enclosed within a thin black rectangular border.

Stacey and the Edu-Play team