



## After School and Holiday Club

18th September 2020

Dear Parents/Carers,

Firstly we would like to thank you all for your continued support during this uncertain year-it has been a strange time for all, and we are glad to be able to safely welcome you and your children back to Bear Pak Wraparound, Afterschool and Holiday Club.

As we settle back into our new routine, there are a few key points we would like to make you aware of. Firstly, due to the spaces that we access we are unable to currently allow parents or visitors into both the Wraparound building, or Trinity Methodist Church hall. When you arrive to drop off or collect your child/children, please call either of the following numbers and a member of the team will bring your child to you:

Wraparound: 07868546745

After school and Holiday Club: 07702873067

In line with Government guidance, we have also been advised that anyone over the age of 11 should wear a face covering whilst indoors at Trinity Methodist Church, unless exempt for medical reasons. The team will be wearing either a face covering or a visor during school pick ups and drop offs, as well as during the session.

If your child/children or a member of your household presents with any symptoms of Covid-19, please contact either Harriett or Sammy as soon as possible and please do not send your child into club. Should we have confirmation of a case of Covid-19, we will contact you all individually to advise on appropriate action. Please see our Covid-19 specific risk assessment that is available on our website [www.bearpak.org](http://www.bearpak.org) under the "Forms and Documents" section for further information on our current processes.

Payments for sessions: Please be aware that we continue to request that payments for sessions are made in advance. If your child does not attend the session they are booked in for, you will still be charged for the session at the usual rate. This also applies to holidays. If your child is not attending a session, please let Harriett or Sammy know at the earliest opportunity. Please also be aware that should you wish to permanently cancel your child's place at Bear Pak, or reduce their hours with us, we have a 4 week notice period in which you will still be charged. If you would like further information on this, including payment information, please see Harriett or Sammy.

If you do require an invoice, please contact Harriett or Sammy, who will provide one at a charge of £3.00 (this is to cover admin time). Finally, please ensure that any items belonging to your child/children is clearly labelled with their name in order for the staff to easily identify belongings and to ensure they are returned to you at the end of the session.

If you would like any more information about anything mentioned in our news letter or have any other queries, please contact us on 07702873067.

Kind regards,

Harriett and the Bear Pak team



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