

**The Brookhurst Out of School Club**  
Ullswater Avenue, Leamington Spa, CV32 6NH.

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Dear Parents/Carers,

Please find enclosed a registration form and an 'Information and Conditions' information for the Brookhurst Out of School Club. Children attending the Out of School Club or those wishing to attend **must re-register every year**, in order to give everyone a fair chance of gaining a space.

The date in which we will start accepting registration forms back is 22<sup>nd</sup> June (following the New Foundation parents evening virtual meetings the previous week). Unfortunately we cannot accept forms before this date. If you wish to gain a place for your child/ren, please get the form back to us promptly to avoid disappointment, as spaces do go fast. This year we will be accepting applications by email ONLY. Please do not send these in before 8.00am on 22<sup>nd</sup> June. Any forms received before that time will not be accepted. Please note applications will be dealt with on a first come, first served basis.

Please ensure that you have read the 'Information and Conditions' information, as this will explain how we operate at Club, including important information about opening times, charges and cancellation/late fees.

I would also encourage you to read our policies and procedures (contained at club) for more in depth knowledge about club, including child protection, health and safety and e-safety information. Please also ensure that you are contactable on any phone numbers provided and that if information changes you do let us know.

Due to the current situation regarding Covid-19 and adhering to government guidelines, information in the registration pack may change. Please be patient any changes and we will update accordingly.  
We look forward to hearing from you soon.

Kind regards,

Fiona, Sue and Natassia

(Co-ordinator and Deputy Co-ordinators)