



Dear Parents and Carers,

We look forward to welcoming you to Cognition Creative Learning for our lessons and workshops. We can't wait to share our enthusiasm with you and your children and bring some fun and educational courses to your summer holidays. Here is some information for you to read through prior to attending your courses next week. Please read the information carefully:

Pick up and drop off

Our holiday classes take place physically at The Parkhouse Centre in Bude.

We ask that you make sure that you arrive in time for your classes; please allow time to park and walk to your centre ready for the course start times.

We will begin admitting children 5 minutes before the scheduled start time or the session. We will try to be as quick as possible whilst checking in and ask for your patience. Whenever possible we will try to stagger start times of concurrent courses.

At the Parkhouse Centre there is a large car park at the rear of the building and there is limited free parking just at the front of the building.

Children will be signed in and out of the building and a register will be taken on arrival. In order to minimise the number of people in the building children will be dropped off at the entrance and escorted to their classrooms by a member of staff.

Water and snacks and lunch

Please provide a labelled water bottle for your child, a nut-free snack for our morning break and a nut-free packed lunch. We have access to drinking water for refills throughout the sessions and will have some emergency snacks on hand!

Messy Activities

Some of our sessions can involve using messy equipment. We do provide lab coats for the children to wear at these sessions, however they are not waterproof. If you would like to pack an apron for your child to wear please do so, or ensure they are wearing clothes you do not mind getting messy.

Children with additional requirements

If your child has any medical needs or receives extra support at school please be sure to communicate openly with us prior to the session. We are always happy to put provisions in place to make sure our sessions are open to all children, however we might need to book additional staff or support within those sessions. If we aren't able to plan ahead we risk having to turn children away if we feel we cannot accommodate them safely, so please let us know anything important prior to the session.

Policies

All policies are available to view and download on the website. You may find our Payments and Refund policy useful to read.

We look forward to seeing you, in the meantime, if you have any questions please do not hesitate to get in touch with us.

Best wishes,

Briony Cole, Sophie Calienda

Company Directors
Cognition Creative Learning CIC