

**Access 2 Activities Team**  
**Telford & Wrekin Council**  
Ground Floor A Wing  
Darby House  
Lawn Central  
Telford  
TF3 4JA

**Contact:** A2A Team                      **Telephone:** (01952) 385119                      **Fax:** (01952) 384312  
**Your Ref:** Confirmation                      **Our Ref:** A2A May 2018                      **Date:** 14 May 2018

**RE: A2A May Half Term Programme 2018**

**Dear Parent/Carer**

**NB\* PLEASE READ THIS LETTER CAREFULLY**

Please find enclosed confirmation of the activities your child has a place on during the Access 2 Activities May Half Term Programme 2018

Each activity your child has a place on will be marked with a number 1 in the confirmation column.

**\*\*IMPORTANT NOTICES\*\***

- **Please note payment is required before your child's activities in order to secure your child's place. If you have any questions regarding this, or have an issue in making payment by ahead of the activities please call 01952 385119.**
- **If payment or alternative arrangement is not in place by before your child's first activity YOUR CHILD'S PLACE WILL BE WITHDRAWN.**
- **NO payment will be accepted at an activity.**
- **All registration and re-registration forms must be completed and returned before your child's first activity – failure to do WILL lead to your child's places withdrawn.**
- **If you have not received a registration form to complete this is because your form is up to date.**
- **If you are unsure if your form is up to date, or have not been sent a form having not already completed one, please call 01952 385119 to arrange a form to be sent to you.**

Payments can be made in the following ways **ONLY**;

1. Card payment via telephone to 01952 385119, when calling please reference the A2A Project, your name and your child's name and have your card details to hand.
2. Cash or Cheque made payable to 'Telford & Wrekin Council' and sent to the Freepost address below.

(Please do not alter or add to the address)

**Freepost RTHH-CSS-GHGS  
Access 2 Activities Team  
Telford & Wrekin Council  
Ground Floor A Wing Darby House  
Lawn Central  
Town Centre  
TELFORD  
TF3 4JA**

**Please keep the next part of the letter as it confirms the  
activities that your child is booked onto for the  
A2A May Half Term Programme 2018.**

**During the hours of the activity sessions in case of emergency in the first instance  
contact;**

**01952 385119**

If you have any further questions please contact me as soon as possible.

Kind Regards

**Access 2 Activities Team**

[A2ABookings@telford.gov.uk](mailto:A2ABookings@telford.gov.uk)

