# C:\Users\Ross-Clare\Pictures\logo.jpg

 **NEWSLETTER January 2015 Tel. 07977215652**

**New term**

**Happy New Year and**

Welcome back to another new term. We hope you have all had a great festive season.

**Thank you**

The staff would like to thank everyone for the lovely presents you handed in. This is not necessary but much appreciated.

**Children’s Care Plans**

As this is now a requirement to be undertaken within all services providing a care service, Fun Lodge will be undertaking this with every child who attends our service. Each staff member has been allocated around 12 – 17 children each and that staff member will be the Key Worker for these children and the contact for the parents. Using consultation from the children Ross and Clare have put together a child friendly Care Plan which we will use. A list of the named Key Worker is available at Fun Lodge for you to see and also a copy of the Care Plan we will be using. Please ask a staff member regarding this. I can also email you a copy of this plan should you wish. Just let me know.

**Website**

As some of you may know we have recently set up a Fun Lodge website www.funlodge.co.uk It will be updated monthly with any up and coming events, changes and latest news we have to share. It also gives information on holiday clubs and term time hours, terms and conditions, registration forms, medication forms and Fun Lodge rules.

**Fun Lodge Recipe Book**

There are still some left to purchase at £5 per copy. Please ask a staff member. The proceeds will be split between a children’s charity and our toy fund.

**Reminder!**

Should your child NOT be attending Fun Lodge on any day they are booked in please call the Fun Lodge mobile BEFORE 10am to let us know. DO NOT e-mail. It is extremely important for us to know this as it allows us to deploy our staff where best required.

It is also important that all parents keep contact numbers updated.

May we also remind you that once you have signed your child/children out it is your responsibility to ensure their safety whilst still in the church grounds.

**Safety**

To ensure all children’s safety we ask that you park outside the church when collecting your child/children.

**Fees**

As you are aware Fun Lodge is self-funding & to ensure the viability of the service fees must be paid by the 14th of each month. Please ensure that this is done at all times.

If your child has a term place you will be charged if we are open and you do not use your place. If we are unable to open you will not be charged. Please see your terms and conditions regarding this.

**Outdoor Play**

We have purchased torches to undertake some fun outdoor play opportunities for the darker nights..

**Notice Board**

As you may be aware we now have a notice board in the front hallway as you come in the door. This will tell you of our weekly programme of play opportunities we will have on offer for that week. Please take a minute to read this.

**Soup Making**

As you are aware we have since October been offering a soup making activity for the children whereby they can help to make soup for snack and eat it the following day. This has proved extremely popular (especially the eating of it). This will continue until at least the spring.

**Fun Lodge AGM**

**Fun Lodge will be holding their AGM on Wednesday 28th January and all parents will be emailed to invite them to come along . We are looking for parents to join our volunteer committee. This will involve attend around 4 meetings per year and helping other dedicated committee members ensure that Fun Lodge stays the very best. Please think about joining . Your input is a great help.**

**Finally**

Should you ever have any concerns or wish to talk to a staff member about your child at any time we will always make time to accommodate you.
**Thank you for all your continued support.**