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 NEWSLETTER November 2018 Tel. 07977215652

**Friday Opening**

Fun Lodge Friday opening started on the 26th October. The children were consulted on the days leading up to this as to their preferred snack choices and activities. Each week the children will be able to choose different options.

**Children’s Care Plans**

All children have already started their care plans. You will have already been informed of your child/children’s key worker and should anyone have any questions then please don’t hesitate to ask a member of staff.

**Fun Lodge
Policies and Procedures**

As an after school care service our policies and procedures are always being reviewed to fit our requirements. Please look out for amended policies in your emails.

**Safety**

To ensure all children’s safety we ask that you park outside the church on the roadside 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 either straight in to our bank or by child care vouchers by the 14th of each month. We can no longer accept cash or cheques. Please ensure that this is done at all times or a late payment fee will be charged. If your child has a term time 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. Permanent changes to your requirements requires one calendar month’s notice in writing.

**Reminder!**

Can you please ensure that if your child/children are not attending on a set day that you call the Fun Lodge phone BEFORE 10am that day. Do not email as we are not always able to pick these up! If you fail to do this you may be charged a £10 fee.

It is also important that all parents keep their own contact numbers updated with us.

**Young Leader’s Play Training**

Following the success of last year’s training This will start again on Tuesday 13th November. Should your child be signed up to do this and is at an after school club on this day can we ask that you remind them to arrive at Fun Lodge as quickly as possible.

**Notice Board**

As you may be aware we have a notice board in the front hallway as you come in the door. This will tell you of our snack choices, play opportunities and parent information for that week. Please take a minute to read this.

**Daily Sign in/ out register**

As you are aware we have the above situated on the trolley in the large hall. Can you please ensure that you sign your child out with your signature and also write in the time of collection.

**Halloween Activities**

Many thanks to you all and the children for taking the time and effort to provide your children with a costume for these days. The Children and staff had two fun filled afternoons.

**Fun Lodge Pantomime**

Once again we are delighted to invite all children to our afternoon pantomime on Tuesday 11th December at Fun Lodge.

Thank you all for your continued support.