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

 NEWSLETTER December 2018 Tel. 07977215652

**Friday Opening**

Friday opening is going to plan and the activities and snacks are organised with consultation from the children each week.

**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 will automatically be charged a £10 fee which will be included on your account.
Can you also please let us know if your child’s after school club is cancelled, this will allow us to deploy the correct staffing at each pick up door.

**Young Leader’s Play Training**

The last play training for this year took place on Tuesday 4th December. This will continue into January and will be held on Tuesday 8th, 15th, 22nd and 29th of January.

**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.

**Fun Lodge Pantomime**

Just a reminder that the Pantomime will take place on Tuesday 11th December at 4.30pm.
**Please do not collect your child before 5.40pm on this day.**

I wish you all a lovely holiday period when it comes and I thank you all for your continued support in 2018.