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

 NEWSLETTER September 2019 Tel. 07977215652

**Children’s Care Plans**

By the end of September all new children will be informed of their key workers and the Care Plans will be explained to them as they are encouraged to fill them in. Parents will also be informed of their child’s key worker and should anyone have any questions then please don’t hesitate to ask a member of staff.

**Website**

As some of you may know we have 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.

**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 of £5 per week will be charged after the 14th.** 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.
Permanent changes to your requirements requires one calendar month’s notice in writing.

**Note From The Board**

At our last board meeting on the 21st August the board discussed and considered our budget for the forthcoming year and has confirmed that we do not need to raise fees at this point.

**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 which will be included on your account. Please also let us know if your child is attending an after school club, stating days they will be attending and the finishing time of the club.

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

**Outdoor Play**

Hopefully we will get a lot more dry weather to allow us to get outside to play. If you would like to provide play clothes for your children to get changed before going outside then please provide this in their school bag and the staff will make sure they get changed.

**Up and coming holidays**

Unfortunately we are not able to run a service during the September weekend however we hope to run during the October week. The letter was sent out last week and we require a reply by the 6th September.

**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 programme of play opportunities on offer for that week.
**Please take a minute to read this.**

Should you ever wish a copy of any of our policies or procedures please ask any member of staff.
Thank you for your continued support.