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NEWSLETTER January 2016 Tel. 07977215652

**Happy New Year and welcome back to a new term.**

**THANK YOU to everyone for their Christmas wishes and presents. It was very thoughtful and much appreciated.**

**Children’s Care Plans**

All new children will be informed of their key workers this month 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 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 bank or by child care vouchers by the 14th of each month. We can no longer accept cash. 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. Should you use the service on an ad hoc basis (once a month or less) the charge is £12.50 per session.

**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 fall 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.

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.

**Outdoor Play**

Hopefully we will get a lot more dry weather to allow us to get outside to play. To save school shoes and clothes getting messed up while outside please feel free to send a change of shoes or clothes that can be kept at Fun Lodge.

**Up and coming holidays**

Please look out for February mid term and Spring playscheme letters being emailed out to you soon. We need your reply by the stated date please.

**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.

**Policies and Procedures**

**These are always available and should you wish copies of any of these please ask a staff member.**

Thank you all for your continued support.