

KIDS FUN KLUB

Autumn-Winter Newsletter

Whats new

We would like to say a big welcome to the children and parents that have started with us over the last couple of months. Everyone has settled in really nicely.

New staff

Charlotte and Kyle left us in the summer to take on full time employment. We have 2 new members of staff. Paula and Ellie have now been with us for a couple of months and, like the children, have grasped the routine really well. Please feel free to speak to any member of staff when you drop off/collect your child.

Collection of children

Please could we ask that a named person over the age of 16 is sent to collect your child from the club. If it is to be by a person who has not collected before we will require a password before the child will be allowed to leave.

Holiday club

Holiday club is running from All Saints as usual. We are open 8am-6pm. **Holiday club is still ONLY £18 PER DAY** (8am-5.30pm, or £19.50 until 6pm). Opening dates are as follows

Christmas-Tuesday 2nd Jan-Friday 5th.

Feb half term-Monday 12th – Friday 16th.

Easter 2018 holidays-Tuesday 3rd – Friday 13th.

May half term- Tuesday 29th May – Friday 1st June.

Summer 2018-Monday 23rd July –Friday 31st August

We are closed all bank holidays.

Collection and drop off

Please be aware that when you are dropping off or collecting children, no one is allowed to wonder the school. If you need to speak to a teacher please contact the school office who will arrange this. If a child forgets something in their locker/tray then unfortunately they will have to get it the next day. We have been asked by the school to ask parents to not go around the school and not to let their children either. We have also been told that children are not allowed to press the exit button. Only adults to press this please.

Absent child

I cannot stress enough how important it is that we are informed of a child absence.

I seem to have to ask this every time we have a letter out but please let us know as soon as possible if a child is not going to be with us on a day that they usually attend. I am having to find contact numbers to contact parents of children that are not even at school. This is taking my attention away from the children we do have. It would help a great deal if you could let me know as far in advance as possible. One day I had 3 children not in and it took until 3.55, a member of staff searching the school and myself calling mum, dad, home then work to find out they weren't coming.

IMPORTANT- Although we work closely with the school on numerous levels, Kids Fun Klub are not connected to the school. We are a private business, effectively just hiring the hall. It is the parents responsibility to let us know if a child is not at school, gone home early or of the arrangements if they are on a school trip and need to be at school early/arriving back late.

Parking

Please could we ask that parents using the school car park do so by using the car park to the right as you come in (as if going to the exit). This leaves the upper parking area for teachers and makes it less congested. Please also park in marked bays. Thank you

Late fee

We have had to increase the fees of our late collection fees for people collecting after their arranged collection time due to the original not covering staff wages. It will now be charged at £5 (per child) for every 15 minutes. For example, if you are due to collect before 5.30, £5 (per child) will be added if you collect between 5.30 and 5.45, £10 between 5.45 and 6pm and so on. If your collection time is 6pm the £5 charge will be made between 6pm and 6.15. £10 between 6.15 and 6.30 etc.

If someone is continually late, you will be asked to change your collection time from 5.30 to 6pm and will be charged the pre-arranged collection fee.

Pre arrange late collection fee is not altering.

Change of hall

Sometimes we have to use the small Junior hall (which is to your left as you are walking up to the school building). We will put up signs stating we are in there. If our things are in the normal hall but there is no one to be seen, please be patient and someone will let you in. This will be due to all of the children being outside and the member of staff doing the door just being out of the room for a few minutes.

Medication

If your child needs to take medication in the school day, please could we ask that you make arrangements for someone to get it to the school as a medication form needs filling in so we cannot pass this on for you, and your child cannot hand it in themselves.

Lost property

We will try to reunite children with their lost clothes but unfortunately we have numerous items that are un-named. If we have those out please take a look for things that may be your child's. If there is nothing there that is yours and it is un-named, please feel free to take it. We have a donation box if you would like to give a donation for an item of clothing. This is going to Kays Hill Animal Sanctuary.