



# NEWSLETTER

January 2019 - Spring Term 3 2018/2019

Welcome back everyone to the Spring term. We hope you all enjoyed your Christmas and New Year festivities. Thank you so much for all our lovely gifts and kind words, they were much appreciated. We would like to extend a very warm welcome to our new children and families, we hope you will be very happy and have lots of fun at Rainbow Kids Club! Now, down to business with lots to tell you!

## TEA TIME

We are very happy to hear that our food offering is proving very popular with the children and some even making requests at home for certain products! Our best comment so far has been "the food at Rainbow Kids Club is legendary!!". We always encourage the children to try different foods, use good manners and they clear up after themselves (fill the dishwasher and wipe tables) We think this is a great way to involve all ages and encourage social skills and manners for all. We hope you agree?! We try very hard to make sure our tea options are healthy and nutritious and encourage good eating habits. We offer a hot option that we try to encourage the children to eat or if they prefer, a sandwich with a choice of fillings. There are always lots of fruit and vegetables included!

We would love to hear your thoughts and ideas, so please speak to us if you would like to discuss our menus. Please take a look on Famly or on the Rainbow Kids Club notice board to see the full weekly menu's.

## BREAKFAST

Our breakfast time buffet seems to be going well. We have a variety of options for the children to choose from, with warm and cold options, offered in a breakfast buffet style! So why not send your children to breakfast club for a healthy start to their school day, as we aim to send our chums off to school with full tummies, ready to learn!

## ADDITIONAL SERVICE

We are delighted to announce an additional walking bus service which may help parents with children at both pre-school and primary school and for those with children of differing primary ages who may be using RKC and the school clubs.

For a fee of £5 per child, we are happy to walk any pre-schoolers down to Cheapside Primary School at 3.15 so you can go straight to 'big school' to collect your other children or to alleviate any parking issues. We can also collect your child from an after school club and bring them to Rainbow Kids Club to join their siblings for collection by you at 4.30.

We are also happy to walk any children who are attending RKC 3.15 to 4.30 down to the primary school at 4.15 to meet

you if you have to collect children from school clubs. This will be free.

These services will need to be booked beforehand using the procedures as stated below, as there is limited space on each walking bus.

We hope this helps?!

## TERM DATES

Please be aware that Rainbow Kids Club dates do not always correspond to those of Cheapside Primary School. Our setting receives funding from the government via the Royal Borough of Windsor and Maidenhead for 38 weeks a year. We have to use this funding during designated weeks so, unfortunately, we sometimes have different dates e.g. the primary school finished on the 19th December whilst RKC remained open until the 21st December.

We would like to remind you (as we have been for many months) that our Easter break is longer than the schools this year because of this funding restriction. We break up on the 29th March and return on the 23rd April. We also finish for the summer on the 19th July and return on the 9th September.

We apologise for any inconvenience caused, but our hands are tied. We also try to give you plenty of notice so you are not given a nasty last minute surprise!

## NEW PROCEDURES

We hope you are all now enjoying the benefits of the new FAMLY app. To ensure that everyone is clear on all the new processes in place, here's a reminder of the booking procedures for RKC:

### SIGNING IN AND OUT

**Breakfast** - please ensure your children sign in via FAMLY on arrival.

**After school** - Pre-school children will be signed in on the RKC system as soon as RKC starts and all primary children will sign in on the system once they arrive at RKC. When collecting your child, please make sure you have them signed out on the system before they leave RKC, as the new system will record your pickup time and you may then be charged a late fine based on this time.

## BOOKING PROCEDURES CONT'D

### FOR AN ONGOING ADVANCED BOOKING OR AN ADHOC MORE THAN 48HRS AWAY

Please use the new FAMLY system (not email) and message your booking request to Lisa Naji **and** Rainbow Kids Club.

### FOR A LAST MINUTE BOOKING LESS THAN 48HRS AWAY

Phone 01344 627111 but also message Lisa Naji **and** Rainbow Kids Club via FAMLY (please note that a message alone will NOT secure your child's place for a booking less than 48hours away, as admin staff are part time and therefore your child may not be picked up / booked in at the correct time).

### BOOKINGS FOR A MONDAY BREAKFAST SESSION

Breakfast club bookings for a Monday need to be booked in by 12.30pm on a Friday to ensure staff have planned for the right number of children. We may be able to accommodate last minute bookings, if you have messaged over the weekend, however as we are getting very busy, there is no guarantee we will have space and staff will not be checking messages over the weekend. Please ensure that, as well as a written message, you call at 7.30am to check there is space if you have not booked by Friday.

### INFORMING US OF A CHANGE TO PICK UP

If your child is not at school, has a playdate arranged, or a grandparent /friend is picking up from school and you do not wish RKC to collect them from school on their planned session, you must inform RKC via a message on FAMLY (and a call if last minute.) Incidents where we have not been informed cause huge concern, as well as wasting staff time at school trying to work out where a child is and this is a matter we take very seriously.

### SICKDAYS / HOLIDAYS

You can manage sick days and holidays for your child via FAMLY but please ensure that you have notified staff or messaged Lisa Naji **and** Rainbow Kids Club when changes have been made.

### ADMIN FINES

**Please note that any bookings or changes to pick up arrangements not managed as above may incur an additional admin charge of £5.00**

### LATE PICK UP

We would like to thank those parents who are prompt in collecting their children from RKC at 6.00pm. Unfortunately, although we appreciate that late pick up may be out of your control, it has big implications for staff and children at the session. Therefore, we will now be implementing late pick up fines as follows:

Pickup between 6.00 - 6.10pm £5.00 fine

Pick up after 6.10pm - £5.00 fine on first 2 occasions, £25.00 fine from the 3rd late.

## PARKING

Could we please politely remind you to be considerate when parking around the village hall. We totally understand that parking can be very difficult but we would like to maintain a positive relationship with our neighbours. Please also be considerate to each other and to our staff, as we have noticed parents leaving cars across the entrance in the mornings, blocking the way for other cars, and also blocking in our staff cars in the evening, when staff also need to get away promptly. Thank you in advance for your assistance.

## MOBILE PHONES

As part of our safeguarding policies and procedures, we do not allow mobile phones or SMART watches to be used in Rainbow Kids Club. Staff have their phones locked away during sessions and any visitors to our setting are asked to lock their phones away and have them returned when they leave. Any children who have phones will be asked to hand them to staff when collected from school and given them back when they go home. We would like to ask your co-operation with regards to mobile phones. Please do not come into RKC using your phone either by receiving or making phone calls or by sending messages. If you need to answer your phone or make a call, please go outside. We will be stopping you from using your phones so please don't put us in the position of having to ask you to leave the premises. Thank you.

## SUGGESTIONS JAR

You can find our suggestions jar outside the front door each day. Please feel free to add any ideas you may have as we are always keen to hear new ideas and suggestions that can make our club even better!

## SNOW ARRANGEMENTS

As the weather has been rather changeable lately, we thought we had better remind you of our snow arrangements. Please rest assured that we do not close the preschool if we can help it, but with staff traveling to work and some having children themselves whose schools may close, we will only be able to open if it is feasible to do so.

### The arrangements are as follows:

. We will post a newsfeed on Famly as soon as the decision is made

. We will post the closure on Facebook .

Fees will not be refunded for closure due to adverse weather conditions as the weather is completely out of our control.

## FESTIVALS & CELEBRATIONS

If there are any family celebrations or festivals that you would like us to engage in at pre-school, please let us know. We have enjoyed exploring Diwali, Eid, All Hallows (Halloween) patron saint days, Christmas and Easter as well as Mother's Day and Father's Day. If there are any other events you would like to share with us, please let us know. Thank you.

## HELP PLEASE!

Does anyone have a microwave they could donate please, as ours is on its last legs! Thank you.

## IMPORTANT DATES FOR YOUR DIARY

**18th – 22nd February** Half term

**1st April – 22nd April** Easter holidays

**6th May** Bank holiday

**27th May-1st June** Whitsun holidays

**19th June –22nd June** Royal Ascot. Please be aware that the traffic can be horrendous during this week, so we would appreciate you making allowances to be on time to pick your children up. The staff need to get home too!

**19th July** End of term

**9th September** Return to RKC