



# NEWSLETTER

SEPT 2019 - Autumn Term 1 2019/2020

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.

## STAFF NEWS

We are delighted to welcome Miss Georgia Whiter to our team this term. We wish her all the best and are very happy to have her onboard.

## CHEAPSIDE PRIMARY END OF TERM DATES

RKC operates over a 38 week period, the same as Cheapside Pre-school (see term dates at end of newsletter) therefore please note that our end of term dates may not always coincide with Cheapside Primary. We break up this summer on July 20th - we understand that the primary school may be open the following week. We will not be open that week, so we hope that parents have enough notice to make alternative arrangements.

## “SPOOK”TACULAR” END OF TERM

We are embracing all things Halloween in our final week of Term 1. (Monday 21 October - Friday 25 October). As we will not be open for Halloween itself, we have some fun planned to ensure that our Rainbow Kids Clubbers do not miss out : Look out for more news on some “Spook”tacular activities, crafts and menus for that week.

## REMINDER OF BOOKING PROCEDURES

As we have an number of new starters this term, we thought we would take this opportunity to remind everyone 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 be signed in by staff on the system once collected from school. They will also be asked to register themselves by writing their names on the whiteboard. When collecting your child, please make sure you have them signed out on the system by staff at RKC, as the new system will record your pickup time and you may then be charged a late fine based on this time.

**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 3pm 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 on the Monday 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 picking up from school and you do not wish RKC to collect them from school on their planned session, you must inform preferably via the holiday or sick tab on your child’s profile, or at least 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 their FAMLY profile.

## 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 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 to be used. Any visitors to RKC are also asked to lock their phones away and have them returned when they leave. We would also like to ask your cooperation 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.

## CANCELLATION OF SESSIONS / WITHDRAWAL FROM RKC

If you have advanced booking sessions for your child and wish to cancel sessions or withdraw from RKC, please note that the last day for providing (written) notice is **November 25th 2019**. Fees will be due for the following half term if notice is given after this date.

## FRIDAY 20 DECEMBER - END OF TERM

RKC will be operating as usual on this day, so we will be picking up from Cheapside Primary at our usual time of 3.15pm. If the school finishes early, can you please speak to them regarding your child/ children or let us know if they won't be coming to RKC that evening. Thanks.

## TERM DATES 2019/20

### Term 2

Term starts on: Monday 4 November 2019

Term ends on: Friday 20 December 2019

Christmas Holiday: Monday 23 December 2019 to Friday 3 January 2020

### Spring Term:

#### Term 3

Term starts on: Monday 6 January 2020

Term ends on: Friday 14 February 2020

February Holiday: Monday 17 February 2020 to Friday 21 February 2020

#### Term 4

Term starts on: Monday 24 February 2020

Term ends on: Friday 3 April 2020

Easter Holiday: Monday 6 April 2020 to Friday 17 April 2020

### Summer Term:

#### Term 5

Term starts on: Monday 20 April 2020

Term ends on: Friday 22 May 2020

May Holiday: Monday 25 May - Friday 29 May 2020

#### Term 6

Term starts on: Monday 1 June 2020

Term ends on: Friday 17 July 2020