



NEWSLETTER

MAY 2019 - Summer Term 5 2018/2019

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.

EUROPEAN ELECTIONS - 23 MAY

As you are all probably aware, the European elections will now be taking place. This is rather a problem for us, as we have been informed that we cannot have the village hall that day as it will be used as a polling station. We realise that this will be very disruptive for our setting and even worse as we had to close on the 2nd May for local elections.

But never fear, we have a solution! Mrs Shaw and Mrs Searle (the Head Teacher at Cheapside Primary) have made a plan for the day! We will be using the primary school as our base for breakfast and after school club.

Mrs Shaw and Mrs Searle will be meeting on Tuesday 14 to discuss the arrangements, so please bare with us and we will give you full details as soon as we can. Please speak to Mrs Shaw if you have any questions.

TERM DATES

Please be aware that the term dates for Rainbow Kids Club and Cheapside primary school do not always correspond. We totally understand that this causes disruption for you and we do our level best to avoid it, but it isn't always in our control. The school can sometimes have inset days that we do not have and as we are also a pre-school, we are governed by funding restrictions imposed by the borough. This means that the funding we are allocated must be used during set weeks each term which can have an impact on our days of operation. We are all contracted to work for 38 weeks in line with our funding, which unfortunately, can sometimes mean we will not be open when the school is, especially at the beginning or end of terms.

We apologise if this makes it difficult for you but it is something we cannot change.

OPEN DAYS

We will be holding open days for both Cheapside Pres-chool and Rainbow Kids Club, so if anyone you know is looking for childcare, please send them our way!

Rainbow Kids Club **Wednesday 12th June 3.30 to 5.30**

Cheapside Preschool **Thursday 13th June 9.30 to 11.30 or 1.00 to 2.00**

FESTIVALS & CELEBRATIONS

If there are any family celebrations or festivals that you would like us to engage in at Rainbow Kids Club, 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.

SURVEY

We will be sending out a survey very soon that we would be very grateful if you would complete for us. We really value your thoughts and ideas and would love to have your feedback.

FRONT DOOR

Please do not let your children push on the front door handle as, on a few occasions, this has resulted in the handle breaking and we have had to pay for a replacement. Thank you.

WANTED PLEASE

We are trying to add to our preschool and Rainbow Kids Club toys and equipment and would be very grateful to receive any of the following that you may be considering getting rid of:

Puzzles (complete!) ages 3 to 11

Small world toys e.g. Peppa Pig, Happy Land

Lego (not Duplo)

Any items related to construction e.g. tools, dressing up, building sets

Board games ages 3 to 11

Thank you in advance.

Please see below for a reminder of FAMILY booking procedures and IMPORTANT dates for your diary...

FAMILY

PLEASE UPDATE YOUR CHILD'S PROFILE

Please could you ensure that you have now completed all the required fields on your child's FAMILY profile. This must include the following: Emergency contact info, medical info, permissions.

LATE BOOKINGS AND MONDAY BREAKFAST:

We have noticed an increase in the number of breakfast bookings made late at night for the following day and also on a Saturday / Sunday for the Monday morning - please could we request that as far as possible, Monday bookings are made by Friday pm as staff are not expected to work evenings or over the weekend, although they may pick up messages there is no guarantee your booking will be confirmed. Please therefore do also call after 7.30am for a last minute booking.

BOOKING PROCEDURES

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 & OUT

Breakfast - please ensure your children sign in via FAMILY 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.

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

Please use the new FAMILY 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 FAMILY (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 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 FAMILY (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 your child's profile on FAMILY but please ensure that you have 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, our late pick up fines are 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 is it an automatic £25 fine after 6.15.

IMPORTANT DATES FOR YOUR DIARY

23rd May different arrangements for breakfast and after school

27th May-31st May Whitsun holidays

18th June -21st 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.