

NEWSLETTER

June 2018

What are we up to at playgroup?

We like sharing your child's learning and experiences at playgroup with you and we hope that you enjoy receiving these regular updates via *Tapestry*. If you have any questions about using your child's online learning journal on *Tapestry* please speak to your child's keyworker or send us an email.

What about at home?

We love learning about what your children do at home, too. *Tapestry* can also be used for this or, of course, you can always fill in a High 5 slip with your child's achievement or news for them to bring in and share with us!

It's nearing the end of Summer Term already and we are getting ready for some of the children to leave and join their first schools—we wish them all luck and will miss them very much. If your child is leaving for school, we will be having a "leavers morning" on Monday 23rd July for you to come along with them and say goodbye.

We are also preparing to welcome some children back after the summer holiday as well as looking forward to having new children join us.

In September, our fees are increasing to £3.50 per hour, but our payment system is also changing! Fees must be paid in advance of sessions attended each half-term. Attached to this newsletter is a guidance sheet with an example invoice, but if you have any questions please do not hesitate to ask!

Thinking about September, if you would like to change your child's hours (to increase or decrease their hours) please let us know before Friday 13th July so that you can hopefully secure your preferred hours and so that we can send out the correct invoices to you to prepare for September.

Finally, there have been quite a few changes this year at Playgroup and we would like to thank you for your support. We wish you all a wonderful holiday and look forward to seeing you again soon!

Dates for your diary!

Owl Visit—Monday 25th June

Photos—Friday 29th June

Jumppin' Jacks—Monday 23rd July

Term Dates

Last day: Friday 20th July

Graduation/Trip: Monday 23rd July

Return: Thursday 6th September

Thank you so much for all your contributions to our recent fundraising efforts—the money raised from the Casino Night will be buying a new slide for the playground!

If your child is in nappies, or is new to toilet training, please could you remember to send in nappies and wipes. Though staff are of course happy to change nappies, we do not provide the nappies, wipes or other supplies needed for this. Thank you.

The weather is starting to warm up and we want all children to be able to safely enjoy their outside play. Therefore, in addition to making sure that your child has sun cream and a water bottle, please could you make sure they are wearing clothes appropriate for the weather. Children do spend a lot of time outside, so clothing that covers their shoulders (e.g. not spaghetti strap tops) is important. Similarly, though open toed shoes may be fine at home, children regularly play on bikes and other toys outside and these shoes do not offer adequate protection, thus leading to

Please could you ensure that your child has spare clothes each day and that the clothes (along with lunch boxes and other items your child may bring) are labelled with your child's name. If possible, please send spare shoes or slippers (whatever you might have to hand!).

Many parents are pleased that they can now wait on the playground with their children, but please can we remind you that children are to stay on the right side of the cones and not to use the equipment in the morning. This is for their own safety. Thank you.

We are very fortunate to be expecting a very special visitor on Monday 25th June between 10am and 11am. All children will have the opportunity to see and interact with an owl as part of our visit from KindHart (kindhart.co.uk). We hope you can make it!

Would you like more sessions for your child at playgroup?

There are no spaces available now for Summer Term. However, if you are interested in more sessions for September (or beyond!) then please, just ask! We do offer the full 30 hours extended entitlement for those eligible and all 3/4 year olds are entitled to 15 funded hours each week.

Thank you to everyone who pays their fees on time.

Please remember that fees must be paid in advance of sessions attended. Fees must be paid from at least the beginning of the first session your child attends that week. You should now have been issued a termly invoice to help you see what you might need to pay (both weekly and termly options are listed). If your child is absent (half fees are payable in this instance) then any money remaining from what has been paid in advance will be credited to your account. You do have the option to pay directly into the playgroup's bank account (information is on the invoice).

Did you know that the Playgroup has a website?

Our website can now be found at www.feltwellplaygroup.com. As well as news, events and access to our policies we now have new online forms for you to register a new child or request to change the hours of for a child who already attends. Some parents have already used this and have told us that it is really easy! So please take a look and let us know what else you would like online!



FELTWELL PLAYGROUP
(Charity Reg. No. 1028560)
THE W.I. HALL, THE BECK,
FELTWELL, THETFORD,
NORFOLK, IP26 4DB



New Payment System (from September 2018)

- Fees are £3.50 per hour and must be paid in advance of the first session your child attends each half-term. Any payment will be calculated by deducting the number of claimed funded sessions from the actual number of sessions your child is registered to attend. Parents state which funded sessions they require on the termly claim form and then all sessions are calculated to give the half-term amount payable.
- With a written agreement in advance, and discussion with the chairpersons of the Playgroup, it may be possible to arrange weekly payments in extenuating circumstances (in this case payments will have to be made at least weekly in advance of sessions attended).
- Fees may be paid half-termly or termly. An invoice will be issued for each term listing the amount payable and the means by which to pay. Invoices will be issued at the end of the term prior to the invoice. For instance, the invoice for Autumn Term will be given out to you at the end of Summer Term. Invoices will be issued for every child that attends Feltwell Playgroup clearly stating the number of hours your child is expected to attend. Even if your child only attends funded sessions you will still receive an invoice but no payment is required: it is for your information only.
- Early years funded places are provided free. No changes have been made to the way in which you can use your child's funded hours.
- Hours must be paid for in advance of the first session your child attends each half-term. If payment is not made, then your child may not be able to attend any further charged hours until payment is made – they will still be able to attend funded hours.

All this information, and more, can be found on our website in the Policies section. Please do not hesitate to ask for assistance with this new system.

Morning	Lunch	Afternoon
9:00am - 11:30am	11:30 am - 12:30pm	12:30pm—3:00pm
£7.50 -> £8.75	£3.00 -> £3.50	£7.50 -> £8.75
Absent Fee : £4.40	Absent Fee : £1.75	Absent Fee : £4.40
9:00am - 12:30pm		
£10.50 -> £12.25		
Absent Fee : £6.15		
9:00am-3:00pm		
£18.00 -> £21.00 Absent Fee : £10.50		

Invoice Example

☎ 07582371984

✉ playgroup.feltwell@gmail.com

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THE W.I. HALL, THE BECK,
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INVOICE

Invoice No.: 0318

Date: 13-July-18

To:
Parent/Carer of Buddy Bear
W.I. Hall,
The Beck,
Feltwell,
IP26 4DB

For:
Buddy Bear
Childcare for the period:
Autumn Term (06.09.18—14.12.18)

	Monday	Tuesday	Wednesday	Thursday	Friday	
Funded hours per week:	6	-	3	6	-	15
Non funded hours per week:	-	-	3	-	-	3
Total hours for term (13 weeks):	78	-	78	78		234

Total number of hours to attend:	234
Total number of funded hours claimed:	- 195
Total number of hours to be paid:	39 (@ £3.50 p/h)

Total fees to be paid this term: £136.50

- If there are fees to be paid, these can be paid half-termly or termly—however, they must be paid *in advance* of the sessions to be attended.
- If paying termly we expect to receive these fees by 1st September.
If paying half-termly we expect to receive these fees by 1st September and then 22nd October.
- Fees can be paid in via bank transfer, online or in cash (please use your child's name as the reference when paying via bank transfer or online). Please complete and return the slip below to Playgroup. Thank you.

Ref: 0318

Child's Name:

Payment due: Half-termly £63, then £73.50 /
Termly £136.50

Method: Cash / Childcare Vouchers /
Bank Transfer

Date:

I understand that hours must be paid for in advance of the start of the first session my child attends each half-term. If payment is not made before the first session, a late fee, as per the policy, may be charged. If the payment is still not made, after being notified, my child may not be able to attend paid hours until payment is made – they will still be able to attend funded hours.

Please check that these are the hours you expect your child to attend—if you are unsure or think there might be an error, please let us know as soon as possible!

As it states in our new policy, the fees must be paid by this date to guarantee that your child will be able to attend the sessions.

f Feltwell Playgroup www.feltwellplaygroup.com

↑ This section is for you to tear and return to us once you have checked the amount. Please make clear which amount you will be paying (half-term or term) and how you will be paying it. This makes it much easier for our records and we will be able to amend your payments more easily should you wish to change the hours your child attends part way through a half-term. This slip can be given in on the first session your child attends each half-term, but the payment must be received in advance of the first session (by the dates above).