

9th September 2015

Dear Parents/Carers,

Welcome back to Arnies for another fun and exciting term. Sam has prepared some really good stuff for the children to do and she has spent some time brightening up the Arnies room over Summer – thank you for all your hard work (especially the Minion's height chart – Thanks to Sam's hubby Lee for that, much appreciated Lee!)

Staffing:

Arnies will be staffed by **Sam Reynolds (Lead Playworker)** every day and she will be joined by **Hazel Banks (Playworker)** on Mondays and Wednesdays, **Julia Holroyd (Voluntary Playworker)** on Tuesdays and Thursdays and by volunteers on Wednesdays and Fridays. Everyone has a DBS check and all staff are fully qualified.

Who to contact?

Contact Sam on the **Arnies mobile – 07876306365** if you have any questions about the setting or need to let her know about any changes on the actual day your child is booked in to Arnies. Sam wants all parents to know they can talk to her in the playground or at collection times and she will be happy to answer any questions they have or chat about their child's progress.

Please remember to let Sam and the school know if you are picking your child up from school on a day they are booked into Arnies (or if they are ill) to avoid any confusion and safeguarding issues at the school. We do still have to charge for any sessions not used however as we budget according to the bookings at the start of the school year.

The Arnies email address – arnies.afterschoolclub@gmail.com should be used to make any bookings, to change any bookings (we need one month's notice for this), for questions about payments and fees or to contact the committee about any other issues.

Please remember that if we do not have a completed registration form and booking form for your child at the start of every school year we are not able to accept them into the setting until they are complete due to the legal requirements of Ofsted and Insurance. Ad hoc bookings can be made via the Arnies email or by talking to Sam as long as you already have a regular day booked too. Accommodation of other ad hoc bookings will be at the discretion of the club.

Fees & Payments:

Invoices are sent out at the beginning of every month and you will be charged for every day booked even if you have not used the session that week. Any ad hoc bookings will be added to the next month's bill. Fees can be paid directly into the Arnies account or we do accept cheques, but no cash payments will be accepted. Fees must be paid on time please – any problems please contact a member of the committee.

Policies and Procedures:

We have sent out the Arnies policies and procedures via email recently – please take some time to read them, as we will need you to sign a slip of paper when you collect your child next week to say that you have read them and understood them.

If anyone is still interested in joining the committee – we still desperately need a chair and a treasurer so that Sara and Karen can pass on the reins as they have worked tirelessly for the past few years to keep Arnies open and no longer have children of their own attending Arnies. If you know anyone in the community who may have some time on their hands, let us know as it doesn't have to be a parent – can be a grandparent or just someone you know who is willing to help out?

Thank you for all your patience and for supporting the club over the past year – if you wish to speak to any of us about any issue relating to Arnies – feel free to catch us in the playground or email us via the Arnies email – arnies.afterschoolclub@gmail.com

Finally, we hope you have a great year at Arnies and your children have lots of fun!

Best Wishes,

The Arnies Team

Heather Atkin – Minutes Secretary

Dot Boughton – Bookings Secretary

Sara Owen – Outgoing Chair

Karen Pringle – Acting Treasurer

(soon to be joined by Rachel Horrobin and Clare Stewart – Parent Representatives)