



Welcome Back: We are really pleased to be back having fun at the out of school club. **Naneshka is now on maternity leave, we will update when we hear any baby news!** We have *staff bank* in covering just now but will keep everyone informed on staffing. We are making sure we are all following good hand washing practice, staff are cleaning the surfaces in the canteen before children arrive and only limited resources are coming out which can be cleaned before going back into the cupboard (children do not have access to the cupboard just now). We are spending lots of time outside out the back of the school and are hoping once we have all the new enrolment forms back to spend time at the woods as well. For collection it is as normal, you come and knock on the window and we will bring your child out the main front door. We will have a sign on the window if we are outside, so please give us a phone to let us know you are waiting.

Children's News: We have taken some photos of what we have got up to since coming back so the children will help with ideas for an August Children's News to be out soon.

Bookings/Cancellations: Please update us if you need to make any changes, we are not able to go through the school looking for children just now so we need to know in advance who we are expecting and if someone that is on the list is no longer coming in. There is a 48-hour notice for cancellations otherwise you will be charged (*unless your child is off school sick but please remember to text/call the club as it is not the school's responsibility to inform us*).

Fees: If you have any issues, please contact the cashier Alex on **01667 455696, 07494754813 or a.macinnes@calachildcare.co.uk**. Please remember to pay your invoices/statement within 7 days to ensure continued attendance at the club. Once cleared attendance can go back to normal. Please put down that your payment is for Culbokie. **We would prefer if people no longer use cash or cheques to pay, we will not be allowed to accept them in October; an update will go out before then.**

Paperwork: We have emailed out the updated enrolment forms to cut down on paper copies going between home and centre, **please return as soon as possible**. We require that all registration paperwork are reviewed / updated every 6 months, to ensure we are best placed to meet the individual needs of every child in our care, and would be most obliged if you could each take a few moments to help us to achieve this. If you have any changes before the next review date, please let a member of staff know.

Useful Information:

- Please can children have suitable clothing and footwear for all weathers.
- <https://www.careandlearningalliance.co.uk/parent-portal/>

<p>Contact us at the club: Laura (Senior Childcare Practitioner) 07725221124 culbokie.os.cala@gmail.com Alison (Childhood Practice Manager) 07765401696 a.smith@calachildcare.co.uk</p>

Thank you all for your continued support!

Kind regards, Laura & Alison