



Children's News: We are still enjoying lots of outside play and have gone on some trips to the woods. Inside the children have done some Halloween craft, made up some jumping obstacle courses, you will see more on their news!

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 our 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 can no longer accept cash or cheques for payment.

Paperwork: 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:

- Mhairi.H who used to just do 1 day a week is now covering the full week for Naneshka's maternity leave.
- We have permission to use the fire door in the canteen so children can be collected from there.
- When collecting can you please wear a face covering when up at the door as we are following the same guidance as the school.
- Please can children have suitable clothing and footwear for all weathers.
- If you have any **feedback** for us, you can text/email or ask for a CALA Customer feedback form.
- <https://www.careandlearningalliance.co.uk/parent-portal/>

Thank you all for your continued support!

Kind regards, Laura, Mhairi & Alison

<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>
