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 Feltwell Playgroup
 www.feltwellplaygroup.com

NEWSLETTER

September 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!

Welcome back! We hope you had a lovely Summer Holiday. Though we are sad to see some of the older children leave and move on to school, we are happy to have helped them on their way to new adventures and we wish them every success. We are also happy to welcome new children to Playgroup and hope both they, and their families, are settling in well with us.

Did you know that our Playgroup is a committee led setting? This means that in order for us to open our doors each day we need to have a committee Chairperson, Treasurer and Secretary as well as other committee members. We cannot run our setting without a committee.

Anyone is welcome to join the committee and we would urge you to come along to our next committee meeting on **Wednesday 26th September 7:00pm** to see if this would be something you would like to do! Whether you would like to have a more involved role, like Chairperson, or simply join our committee as an interested parent ... *we really cannot do it without you*. If you have any questions about the committee and what we do then please ask as we would love to welcome you and your ideas for making Playgroup as successful as we can be!

Dates for your diary!

Hall of Stalls: Saturday 10th Nov.
Committee: Wednesday 26th Sept.

Term Dates

Last day: Wednesday 17th October
Return: Monday 29th October

We are very excited for some changes being made to the hall over the half-term, we look forward to sharing the improved space with you all when you return from the holiday!

If your child is in nappies, or is new to toilet training, please could you remember to send in nappies and wipes. Please also inform staff if your child is new to toilet training and supply us with ample changes of clothes and underwear for them so we can help your child.

Some of you have recently purchased uniform from us at Playgroup or by using the Tesco website—thank you! When you do this money is donated to Playgroup so, as well as the children looking great and having something to wear for their sessions, it helps us with our fundraising too! Please note that uniform is not compulsory and simply an option as something for your child to wear. We would encourage you to send your child in uniform or old clothes that you do not mind getting messy (sometimes the best days are those filled with messy activities and play!).

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!).

Due to having some children leave last term to start at school (congratulations and good luck!) we have been able to welcome lots of new children this term! If your child has recently started with us, please note that your child's key person has now been allocated and they will be your main point of contact if you wish to discuss how your child is getting on. Please let us know if you are unsure of who your child's key person is and we will help.

We always welcome your questions and comments so please don't hesitate to get in touch: at Playgroup or online.

Would you like more sessions for your child at playgroup?

We are almost at full capacity for morning sessions now. However, we do have afternoon sessions available if you wish to increase your child's hours. 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. Either email or use the website to ask.

Thank you to everyone who pays their fees on time.

Please remember that fees must be paid in advance of sessions attended. Termly invoices have been issued to inform you of the amounts to be paid. As per the policy, fees are now expected to be paid at least a half-term in advance. However, in some circumstances it can be arranged for fees to be paid weekly. 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 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		