



# Bothwell Out Of School Care Newsletter

## Summer Holiday

Aug/Sept 2013

**FUN! FUN! FUN!**

The summer is over for another year, feedback from the summer holidays service was positive. The children enjoyed the outings and their feedback will be used to help plan future holiday services.

As a pilot this summer, half day sessions were offered, it has not yet been decided if this will be a service that we will continue to offer.

### Special points of interest:

- ☺ Staff Update
- ☺ Dates for your Diary
- ☺ General information

### Staff Information

Natalie Anderson has moved onto pastures new. Kim Murphy will be leaving us at the end of August

We would like to wish them both all the best in her new job.

Joan McDonald has joined our team and taken up post as temporary manager in Jackie's absence.

Sharon Nimmo, and Amy-Jo Cairns have also now joined our team and will be based at the Church Centre.

Victoria McKie has also joined the team and is based at the Community Centre.

### Staff Training

Adele Bulloch is embarking on the PDA Childhood Practice, Sharon Nimmo is on her 2nd year.

Stephanie Millar is working through her SVQ Childcare Learning & Development level 3

Megan Gosling is working through SVQ Childcare learning & Development level 2

**BOOSC would like to welcome all new parents and children to our service.**

**All the children have settled well and over the next few weeks will be allocated a group and keyworker.**

### **FRIDAY SERVICE**

**Due to the low numbers on a Friday, childcare is provided from the Church Centre only. This service is based in Parish Church Centre, Main Street, Bothwell.**

### **SERVICE CLOSURE**

**Due to Public holiday there will be no service on the Friday 27th and Monday 30th September**

# Parent Information

## Daily Register

To ensure staff are aware of which children still remain in our care we ask that parents PLEASE remember to sign their child/ren in and out on the daily register. Thank you in advance for your co-operation.

## Changes to Childcare

If you are looking to increase/decrease/change or terminate your childcare, we ask that you complete a change of days form. This will ensure we have the correct information and can update all relevant paperwork. Please remember a months notice is required for decreasing and termination of childcare places.

## Childcare Fees

Invoices will be issued on 21<sup>st</sup> of each month and payable in full by 28<sup>th</sup>.

Our Holiday Club is a separate entity and for this reason we do not charge retainer fees. All summer holiday club fees must now be paid in full before the new after school term starts in August. If you use both services (Holiday and After Care you will receive one bill at end of August as usual. Your Annual Registration Fee shall be added to your August invoice.

Many Parents pay with childcare vouchers /Bank transfers. It would greatly assist us if the payment amount owing is the same as the payment made, this avoids any outstanding balances. A copy statement is available to you at any time. We may send you an email if any balances are outstanding. As fees are not paid in advance we ask that balances be paid by 28<sup>th</sup> of each month.

## Use of photographic equipment

Due to photographic facility of mobile phones and Nintendo DSi, ipads etc we ask that the children keep these items at home. Boosc staff have permission which allows us to take photographs of the children participating in activities. For safety reasons mobile phones and electronic devices may be taken and stored in a safe place and returned at the end of the day.

## Participation

We have notice boards in each of our Services., these are updated regularly with information regarding the service, please take the time to have a look.

Each month we choose a policy to review, the policies for this month are: settling In and Safe Recruitment. Please add any comments or suggestions into the box., comments will be given consideration.

Comments/suggestions books are available in both bases on our parent information table, please feel

## CONTACT INFORMATION:

If any parents have new contact details could they please inform us ASAP, we can then update the information on our records.

## YOUR CONTACT INFORMATION

**BOOSC mobile 07579 003212**

If a member of staff is not available please leave a message and someone will get back to you.