



Little Fingers News September 2018



Welcome back to 2018 - 2019. Little Fingers continues to go from strength to strength, however, this does mean that places are in high demand and some sessions are reaching capacity.

Could we remind all parents/carers of the terms and conditions, which are outlined on the Registration Form (a copy of which can be found on our website).

Please note the following:

- One month's notice is required if you intend to change or terminate your child's place and fees will be charged for this period
- Fees are not refundable if your child is absent from the club for any reason or in the event of bad weather or any other circumstances that result in early closure of the club
- Invoices will be issued each month and must be paid by the required date. If payment is not received we reserve the right to discontinue the provision for your child
- Where ad hoc sessions are requested and confirmed these are payable at time of booking and are non-refundable
- If you wish to book ad hoc sessions please request these at least 72 hours in advance by emailing finance@bishops.essex.sch.uk, so that availability can be established and a place allocated if there is space

Childcare Vouchers

A number of queries have been received regarding the use of childcare vouchers. Our understanding is that childcare vouchers can only be used to pay for activities outside of the normal school day and on school premises i.e. breakfast club and after school club or before or after school activities/clubs (either school-led or to an outside provider). Therefore, they should not be used to pay for school dinners or school trips.

Parking

Please can we remind all parents/carers that there should be **no parking (or turning)** on the double yellow lines at the school driveway entrance **at any time**. Also, please do not park in front of the presbytery drive (this is the house on the other side of the school driveway).



17th September 2018



Childcare Provider details

If you are asked to provide details of your childcare provider please submit the following:



The Bishops' C of E & R C Primary School
Beardsley Drive
Chelmsford
CM1 6ZQ
Telephone: 01245 460107
Email: finance@bishops.essex.sch.uk
Registration Authority: Ofsted
Registration number: 115204

Other reminders:

- Please notify the club in writing if there are any changes to your address, contact numbers, work or doctor details
- Please notify the club if any person, other than those listed, are to collect your child. We will need their name and it is helpful if they bring identification. Please note that they must be over 16 years of age
- Please let the staff know if your child has any allergies or dietary requirements
- The club cannot be held responsible for any article of clothing or other items that your child brings with them. Please ensure all items are named
- Children should not be bringing their own toys to Little Fingers
- Please remind your child that if they bring a mobile phone to school this should be left in their bag whilst at Little Fingers
- Light tea is served around 4.30pm each day. All food served needs to be consumed on site
- Please remember that After School Club closes at 6.00pm. All our staff have personal commitments outside of work, so please ensure that you collect your child(ren) promptly

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