

MINERVA ROAD
STROOD
ROCHESTER
KENT
ME2 3HN



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WEBSITE: thejackandjillplaygroup.co.uk

Dear Parent

CHILD`S NAME: _____

Welcome to the Jack and Jill Playgroup

We are pleased to offer places from September`26. We have the following available sessions:

DAY	MORNING SESSION 8:30 - 11:30am	LUNCH BREAK 11:30 - 12:00	AFTERNOON SESSION 12:00 - 3:00pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

THE PARENT COMMITTEE

The Jack and Jill Playgroup is a registered charity that provides pre-school care and education for 2-5-year-olds. The committee members are made up of parents whose children attend the playgroup. The committee`s role is to aim to ensure that the playgroup runs smoothly and efficiently in accordance with the playgroup`s constitution and to meet all legal and statutory requirements.

When the parents join the committee, they commit to being responsible for the administration of the group regarding fiscal management, safeguarding, legislation, insurances, employment of staff, fundraising. Parent members meet at least twice a year and hold an AGM to discuss and vote on various issues concerning the group.

The committee employ an Administrator/Manager Delia Bryan to deal with the day-to-day business of the pre-school and who works on their behalf in decision making processes within the setting.

The committee supports the playgroup throughout the year and together with the Supervisor/Manager Sally Howarth and staff to offer a high standard of education and care for children in a stimulating, challenging and happy environment.

We hope many parents will join our friendly team; all help and ideas are appreciated. If interest, please speak to Delia/Sally.

We believe in keeping parents fully informed of all playgroup activities and you will receive $\frac{1}{2}$ termly emailed newsletters and various information letters throughout the term.

We have a pre-school website: thejackandjillplaygroup.co.uk in which we post downloadable information during the term and parents can view our policies and procedures. Registration, insurance certificates, fire drill schedules and the group's policies and procedures are displayed within the provision and listed on our website.

Please ensure your child is comfortably dressed (as paint and glue sticks to most things especially it seems children) with a bag containing a complete change of clothes including underwear and a change of shoes such as plimsoles/trainers (please make sure everything is clearly named).

FEES

When a child reaches 3 years old, they will be eligible for free funding from Medway Council. They will receive this the term after their 3rd birthday. The council will fund your child for a maximum of 15 hours each week which can be taken over the 10 sessions, and these can be used in a maximum of 2 different settings. This is all fully explained on the FEE contract which you are required to agree and sign. There is no obligation for parents to take the full 5 sessions nor is there any requirement that the pre-school must provide 5 sessions if they are not available, although we will do our best. We will notify you when your child is eligible the term before funding begins.

We are registered to accept 15 hours funding for 2-year-olds, which have confirmed eligibility from Medway Council, and we provide for the 30 hours entitlement for the eligible 2- and 3-year-old working families on completion of FEE contract with codes.

Fees are payable for every session your child has been allocated on registration unless otherwise agreed, full terms and conditions on registration. The fees cover the cost of staff wages, food, hire of facilities, insurance.

The current session fees are **£19.00** per session. A fee of **£4.00** for lunch club is payable for those children accessing the extended care.

We offer a drop in breakfast club at **£3:50** per session, no need to book.

All fees are payable 2 weeks in advance. An invoice will be issued on the first week of term.

Enclosed with this letter are:

- **registration form**
- **terms and conditions agreement**
- **behaviour management policy and statement**
- **fees policy and agreement**
- **FEE funding contract**
- **complaints policy**

The above documents must be completed and signed on entry of your child to the setting. We are required to see your **child`s birth certificate** for identification and confirmation of parental responsibility.

If you would like to visit during playgroup hours, please telephone or email for an appointment.

Thank you.

Yours faithfully

Delia Bryan
Sally Howarth
Manager(s)
For and behalf of
Jack and Jill Playgroup