

## SCHOOL HOLIDAYS 2013/2014

### Summer Term 2013

July	Monday 1 <sup>st</sup> to Friday 12 <sup>th</sup> (inc.)	Summer holidays	DKC closed
July	Monday 15 <sup>th</sup> to	Summer holidays	DKC open (full days)
August	Monday 19 <sup>th</sup> inc.	Summer holidays	DKC open (full days)

### Autumn Term 2013

August	Tuesday 21 <sup>st</sup>	Pupils return to school	DKC open as normal
October	Monday 14 <sup>th</sup> to Friday 18 <sup>th</sup>	Oct week Holiday	DKC open (full days)

### Winter Term 2013

November	Thursday 28 <sup>th</sup> Friday 29 <sup>th</sup>	Staff development day Staff development day	DKC open (full day) DKC open (full day)
December	Friday 20 <sup>th</sup> Monday 23 <sup>rd</sup> to Tuesday 24 <sup>th</sup>	School closes (half day) Xmas holiday Xmas holiday	DKC open (1.00-6.00pm) DKC open (full day) DKC open (8.00-3.00pm)
January	Wednesday 25 <sup>th</sup> to Thursday 2 <sup>nd</sup> Friday 3 <sup>rd</sup>	Xmas holiday Xmas holiday	DKC closed DKC open (full day)

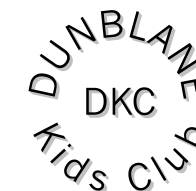
### Spring Term 2014

January	Monday 6 <sup>th</sup>	Pupils return to school	DKC open as normal
February	Monday 10 <sup>th</sup> to Friday 14 <sup>th</sup> (inc.)	Staff development and Local holidays	DKC open (full day) DKC open (full day)
April	Monday 7 <sup>th</sup> to Thursday 18 <sup>th</sup> (inc.) Friday 18 <sup>th</sup> Monday 21 <sup>st</sup>	Easter holiday Good Friday Easter Monday	DKC open (full days) DKC closed DKC closed

### Summer Term 2014

May	Monday 5 <sup>th</sup>	Local holiday	DKC open (full days)
June	Friday 27 <sup>th</sup>	School closes (half day)	DKC open (1.00-6.00pm)
June	Monday 30 <sup>th</sup> to	Summer holidays	DKC closed
July	Friday 11 <sup>th</sup> (inc.) Monday 14 <sup>th</sup> to	Summer holidays	DKC open (full days)
August	Monday 18 <sup>th</sup> inc.	Summer holidays	DKC open (full days)

Dunblane Kids Club, Dunblane Primary School,  
Doune Road, Dunblane FK15 9AU, Perthshire.  
Telephone: 01786 825670  
Email: [dunblanekidsclub@btconnect.com](mailto:dunblanekidsclub@btconnect.com)



### Kids Club E-mail

Our e-mail address is [dunblanekidsclub@btconnect.com](mailto:dunblanekidsclub@btconnect.com).  
Web page <http://dunblane.info/community/schools/item/110-dunblane-kids-club>  
We are also on facebook as [Dunblane Kids Club](#)

### Fee's

At present our fees are based on **£3.80/hr/child**.  
Invoices can be paid through internet or telephone banking.  
Our bank details are: Bank of Scotland -80-06-47, account no 00351541.  
We accept all childcare vouchers. Please ensure that you put your Index No. as a reference  
For Bacs payments.

### School Holidays

See back page.

### Late Collection

We do realise that parents/carers can often be delayed for a variety of reasons that are not always preventable and that this is often a one-off event for that parent but unfortunately it can be a daily event for staff.  
If you think you are going to be held up at night for any reason please contact Kids Club to inform us of this and endeavour to make **alternative arrangements** for your child's collection by using emergency contacts. We do appreciate that this will not always be possible.

DKC closes at 6.00pm and for safety/legal reasons our adult/child ratios require 2 members of staff to remain (even for 1 child). Unfortunately, as we have to pay staff for this we feel it is necessary to impose a late charge on parents of **£5 for every 15 minutes** (or part) after 6.00pm.

If you are late collecting your child you will be asked to sign a late collection book.

### Communication

Could we please remind everyone that good communication is essential to the **safety** of your children and the smooth running of Kids Club.

**Recently there have been a number of incidents where** Kids Club has received no communication by parents with regards to children being absent. This puts a lot of strain on staff resources and places others in danger as staff are occupied trying to locate their whereabouts.  
If for some reason your child(ren) will not be attending Kids Club on one or more of their normal days, it is **essential** that you contact DKC as soon as possible, (preferably before 2.00pm). **This is especially important if you are a Newton Primary or St Mary's' user because of a tight bus schedule and the large numbers of children attending.**

Please **do not** rely on children to convey messages as we will only accept information and directions from authorised parent/carers.

## DUNBLANE KIDS CLUB

### Booking, Cancellation & Amendment Policy

#### Term Time

If you have a **permanent** daily/weekly place you will be required to pay for that place, fortnightly in advance, whether your child (ren) requires it or not.

Please note there is no facility for swapping an existing place for another day, if you require extra days please inform Kids Club staff and we will try and accommodate as much as possible. Any changes will be highlighted and charged on your invoice.

If you book an **ad-hoc** place (non permanent), a **minimum of 24hrs** notice will be required to cancel any fees due for that place.

If not you will be charged at the full rate.

DKC issues invoices fortnightly in advance, if there are any changes to your invoice during this period they will be calculated and highlighted on your next invoice.

If you wish to stop a **permanent** daily/weekly place you will be required to give a **minimum 2 weeks** notice or pay the equivalent fees to that effect.

#### School Holidays / In Service Days

During school holidays/In service days you will be required to book a place independent of any permanent place you may hold. All permanent places/charges will be cancelled.

Due to staff ratios and cover it is important that you inform Kids Club staff of how many places you require and the approximate time for each day asap.

There is a **minimum 4hr** booking period during holidays.

If you require to change your hours please inform Kids Club asap so appropriate staffing levels can be maintained, if there are any changes to your invoice during this period they will be calculated and highlighted on your next invoice.

All holiday places are considered **ad-hoc** places therefore a **minimum of 24hrs** notice will be required to cancel any fees due for that place. If not you will be invoiced for a **minimum 4hr session** place per child and in addition any pre-booked trip costs incurred.

**SCALE OF FEES :** (Effective Mon. 26th August 2013 to Friday 22nd August 2014)  
(All fees are based on an hourly rate of **£3.80/hr**)

#### Schoolday

		<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
Less than	2 hours	£ 7.60	£ 15.20	£ 22.80
	2 - 2.5 hours	£ 9.50	£ 19.00	£ 28.50
	2.5 - 3 hours	£ 11.40	£ 22.80	£ 34.20

**Note:** the Newton Primary ' transport fee ' will be **0.95p** per child per journey.

#### Before School

		<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
8.00-9.00am	(1 hour)	£ 3.80	£ 7.60	£ 11.40

#### Holidays and In-Service; (Minimum of 4 hours)

		<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
	4 hours	£ 15.20	£ 30.40	£ 45.60
	5 hours	£ 19.00	£ 38.00	£ 57.00
	6 hours	£ 22.80	£ 45.60	£ 68.40
	7 hours	£ 26.60	£ 53.20	£ 79.80
	8 hours	£ 30.40	£ 60.80	£ 91.20
	9 hours	£ 34.20	£ 68.40	£ 102.60
	10 hours	£ 38.00	£ 76.00	£ 114.00

**Note:** The holiday fee is an hourly rate based on **£3.80 / hr** ( the minimum booking period is **4 hours per day** during holidays )

**Payment of Fees:** Invoices are issued and payable fortnightly in advance.

Please remember that sessions booked **must** be paid for, even if your child does not attend.

Dunblane Primary finishes 3.15pm

Newton Primary finishes 3.00pm

St Marys Episcopal finishes 3.15pm

Dunblane High School finishes 3.25pm