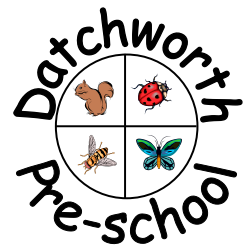


## Newsletter for Spring Term 2024



Dear Parents/Carers,

We hope you all had an enjoyable Christmas break and would like to extend a warm welcome to those new children and parents/carers who are joining us this term. We return on Friday 5<sup>th</sup> January - a full list of term dates for this academic year are given at the end of this newsletter.

Our first theme will be 'Settling in'. If you have not already done so, can you please bring in (or email) a family photograph (approx. 6 x 4) for our 'Families' wall display.

Our weekly newsletter will be emailed to you and a copy placed on our notice board at the beginning of each week.

To aid us with our planning, we invite you to complete our form entitled '**Planning for your Child's Interests**'. This form will be emailed to you regularly and paper copies are available on request.

We will also be emailing a '**Home Achievements**' form on which you can enter any achievements your child may have accomplished at home. Your child's keyperson will discuss this with your child and then talk to the other children about it. This will ultimately be placed in their learning journal. Please feel free to complete and return copies of these forms throughout the year.

Your child's keyperson completes a '**Unique Child Summary**' several times each year, which summarises their development and indicates their 'next targets'. These will be sent to you and a copy placed in your child's learning journal.

## Daily Routine

The main front door will be opened at 9 a.m. Please prepare your child to leave you at the front door where a member of staff will take them through to the Pre-school and outside to the garden (weather permitting).

If your child is feeling unwell, or has a temperature **please do not** bring them in to Pre-school. Their absence should be reported by telephoning 01438 814310, preferably by 9.30am. Any planned absences can be notified by email in advance.

Please inform us on arrival if your child has been given any medication (including Calpol), or if they have sustained an injury whilst not at Pre-school. There are forms to be completed in both cases. If your child has a prescribed medication that they need to take whilst at pre-school, we will ask you to complete the relevant form.

Please ensure that all your child's clothing is clearly named, including coats, hats and lunch boxes. We will be going outside every day so a jacket or fleece and appropriate footwear are essential.

Changing bags containing nappies, nappy sacks and wipes can be left at Pre-school for the duration of the week. Soiled nappies and clothing will be sent home daily. Although we do not encourage comforters or soft toys, we understand that it may be necessary for new children to bring one in for the first couple of weeks to support transition.

Pre-school supply and prepare all healthy eating & multicultural snacks. We also provide milk and water at snack time, with water available for your child to drink continually throughout the day.

We have a selection of books and games on a trolley outside the front door which you are free to access anytime.

If your child stays for lunch, please label all containers, water bottles etc. Please do not include large plastic bags or anything sharp in their lunchbox. To support our efforts towards Healthy Eating, please do not include chocolate or sweets in your child's lunch and only provide water as a drink.

Please do not include nuts of any kind as we have children and staff with allergies, which you will appreciate can be life threatening. It is also recommended that you do not include chicken or rice in your child's lunch box.

If your child is staying all day please include a source of carbohydrates in their lunch to give them plenty of energy for the afternoon.

**A copy of our full lunch guidelines is provided on our noticeboard and can be emailed on request.**

The Pre-school telephone number is 01438 814310. Please call us if your child is going to be absent, or you are going to be late picking up.

If somebody other than yourself is collecting your child, could you please either introduce this person to us in advance or arrange a password for them to use and supply a photograph (if possible). Anyone collecting a child must be aged 16 years or above.

In line with our Safeguarding procedures, under no circumstances will we let a child go with another person unless we have prior authorisation from you to do so. This is for your child's safety.

Our Designated Safeguarding Officers are Pauline Davin (Leader) & Gillian East (Deputy Leader) and all members of staff are trained in safeguarding.

## Note from the Management Committee

*The Pre-school is a Registered Charity run by a parent-led Management Committee. We are always looking for new parents to join us and there are many ways you can contribute to the Pre-school, giving as much or as little of your time as you can spare.*

*We meet once every half term and discuss lots of exciting things. It's a great way to get involved, meet new people and find out more about what the Pre-School does.*

*If you have any questions, or would like to join the team, please get in touch.*

### Spring Term 2024

Thursday 4 <sup>th</sup> January	INSET Day (Pre-school closed)
Friday 5 <sup>th</sup> January	First Day of Term
Mon 19 <sup>th</sup> to Fri 23 <sup>rd</sup> Feb	Half Term
Thursday 28 <sup>th</sup> March	Last Day of Term - finish at 12pm

### Summer Term 2024

Monday 15 <sup>th</sup> April	INSET Day (Pre-school closed)
Tuesday 16 <sup>th</sup> April	First Day of Term
Thursday 2 <sup>nd</sup> May	INSET Day (to be confirmed)
Monday 6 <sup>th</sup> May	Bank Holiday (Pre-school closed)
Mon 27 <sup>th</sup> to Fri 31 <sup>st</sup> May	Half Term
Thursday 18 <sup>th</sup> July	Last Day of Term - finish at 12pm
Friday 19 <sup>th</sup> July	INSET Day (Pre-school closed)