

 September 2018

Dear Parents/ Carers,

Welcome back to preschool!

**Tapestry**

As I am sure you are all aware, we now use the online system called Tapestry to record and track your child’s journey throughout their time with us. Please check your child’s journal regularly and add a comment when you receive an observation, photo or video. By doing this it will enable you and your child’s key person to work closely in partnership together to provide the best support for your child.

**Library**

Just a reminder that at the end of each session you can choose a book with your child from one of our 2 library trolleys which you will find next to the signing out table. There will be a book next to one of the trolleys where you will need to write down your child’s name and the name of the book you are borrowing. We then ask you to sign it back in when you return it to us.

**Boards**

Upon pick up please remember to read the boards in the main room as they are updated daily. They will give you relevant information of what your child has been doing that day or any important notices we might need to inform you about.

**Sickness**

Parents must keep any child at home who has an infection. You are also asked not to bring any child into pre-school who has been vomiting or had diarrhoea until a clear **48 hours** has elapsed since the last incident, to comply with Health & Safety recommendations. If your child comes in before this time they will risk infecting the other children and staff members as well.

Please may we remind you to inform us before 9am on the following number (07786175705) if your child is sick and will not be in pre-school, as we need to keep a record of children who are absent. If a child is continually absent it will become necessary for us to inform Ofsted.

Parents will be informed if there are any infections such as head lice, Impetigo or other infectious diseases which may affect other children or their parents.

**Lunch club**

Please remember **NOT** to give your child anything in their lunch that contains **NUTS.**

**Funding Forms**

For those of you have received funding forms, could you fill them in and sign the **Autumn term** section **only** and return them to me as soon as possible please.

**Emails**

I will send any newsletters and notices via email, however there will always be a hard copy available if you prefer- just ask your Key Person.

**Gates**

As you know, both the gates lead onto the road from the garden. Please can you close and place the chain on the hook **every time** you come in or out of the gate. It is necessary that you do this for the safety of all the children.

**Mobile Phones & Cameras**

Please remember that mobile phones and cameras are not to be used whilst you are on the premises. If we are celebrating your child’s birthday, a member of staff will capture the special occasion for you on Tapestry and then add it to your child’s journal for you to view.

**Hot Drinks**

Hot drinks are not allowed to be brought into the main room when dropping or picking your child up. You are asked to leave your cup on the parent’s table out of reach of the children until you are ready to leave the premises.

**Collecting Children**

As you know the safety of your children is important at all times and this is why we have the password system in place when a child is being collected. Please remember if you are not collecting your child, then the person collecting them will need the current password. We feel that this system, now widely used in pre-schools, is an extra addition to our usual thorough security measures. If you are unsure about the password system, please have a word with me. Please also remember to sign your child out of pre-school after each session and tell either myself or a member of staff if you have a new phone or mobile number.

**Website**

Please remember to use our website- [www.urcpreschool.com](http://www.urcpreschool.com). You can access any relevant information you may need about the pre-school in addition to any current updates, such as newsletters from myself or the PTA.

**Washing Up & Morning Help Rota**

It helps us enormously if parents/ carers could sign up to wash up at the end of each morning. It only takes 20 minutes of your time and leaves the staff free to work with the children. The rota can be found on the parents table in the lobby.

**Term Dates 2018 – 2019**

Autumn Term 2018

Wednesday 5th September – Thursday 20th December 2018

Half Term – Monday 29th Oct – Friday 2nd November 2018

Inset Days – Monday 3rd & Tuesday 4th September 2018

Occasional Day – Friday 21st December 2018

Spring Term 2019

Tuesday 8th January – Friday 5th April 2019

Half Term – Monday 18th February – Friday 22nd February 2019

Inset Days – Monday 7th Jan 2019

Summer Term 2019

Wednesday 24th April – Friday 19th July 2019

Half Term – Monday 27th May – Friday 31st May 2019

Bank Holiday – Monday 6th May 2019

Bank holiday – Monday 27th May 2019

Inset Day – Tuesday 23rd April 2019

Kind Regards

Lorraine Robinson