



WWW.URCPRESCHOOL.COM
UNITED REFORMED CHURCH HALL - PRESCHOOL AND NURSERY CLASS

September 2023

Dear Parents/Guardians,

I would like to welcome back all our existing parents and welcome all the parents who have just joined us at Preschool.

Please take the time to read this newsletter as it contains important information, dates, and updates.

Term Dates

I attached to the email the term dates for this academic year. Please note that Preschool is closed this Monday 4th September instead we have our Red group 'Meet and Greet' and our Stay and Play session in the main room and Rainbow room from 10am – 12pm. I will give you advance warning of any future Inset days or Occasional days before they are due to take place.

Funding Forms

This week I will be giving out funding forms to those children who are entitled to their free 15 hours. If you receive a **new** form, please could you fill in all the relevant information on the front and sign the declaration section too. Then everyone must complete the Autumn Term section on the form before returning it to me. If you have any questions, please do not hesitate to get in contact via email or text or speak to me on the door.

Fees

I will also be emailing out invoices this week to those parents who pay fees for their children.

Mobile Phones & Cameras

Please remember that mobile phones and cameras are **NOT** to be used whilst you are on the premises, this includes when you are waiting in the line outside to either drop off or pick up your child. If you receive a phone call whilst dropping off or picking up your child, please wait until you have left to answer it. **Can you also pass this information on to anyone else who might drop off or pick up your child please. If a member of staff sees anyone using their phone whilst on the premises, they will ask you to either put it away or end your call.**

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 (this is a Health & Safety recommendation). If your child comes in before this time, they will not only infect the other children but the staff as well.

Please remember that at Preschool we must always adhere to ratios in order to keep your children safe therefore if too many staff go off sick from an illness, Preschool may have to close!

Therefore, we ask please **DO NOT** bring your child into preschool if you have had to give them Calpol in the morning because they are feeling poorly.

Please may I remind you to inform us before 09.00am on the following number (07480369531) 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 be 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

I would like to thank you all for your support in encouraging healthy eating throughout the setting. We have noticed that all the children are now bringing water to drink rather than juice and the sugary snacks for example chocolate, cakes, and biscuits etc are being substituted for something healthier! Thank you. Please remember that you should not give your child anything that contains nuts or sesame in their lunch box. Things that may include nuts and sesame include certain types of pesto, tahini, and nut butters. Please remember to cut up fruit and vegetables such as tomatoes and grapes (lengthways) to prevent choking. It is also an idea to put a small icepack in your child's lunchbox to keep their food cold.

Parent's Notice Board

Please remember to take the time to have a look as myself and the PTA will keep it updated with any relevant information. The notice board can be found on the wall next to the blue double Fire Exit doors.

Change of Details

Please can you inform me if any of your details change from what you originally put on your registration form and continue to do this if anything changes throughout the year, this includes your contact number, your address, email address etc.

Collecting Children

As you know the safety of your children is always important and therefore, we have the password system in place when a child is being collected. Please remember if you are not collecting your child, then inform either the member of staff on the door or the gate who is picking your child up and ensure that the person collecting them has 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.

Library Service

We have a Library system which gives you the opportunity to borrow books from Preschool to read to your children at home. At the top of the grass there will be a box, please help yourself to a book of your child's choice and then return it once you have finished.

Website

Please remember that our website www.urcpreschool.com is updated regularly with news and information about both the preschool and our PTA. You will be able to find most of the information relevant to our existing parents under the parent's area drop down menu, along with links to websites that might be of interest to you such as the Tapestry login page.

PTA Facebook Page and WhatsApp Group

Please remember to join our PTA Facebook page and the WhatsApp group if you haven't already done so. They are both closed groups, just for the parents of the children attending the URC. It would be great if everyone could sign up to both as the PTA often put important and relevant information and notices on there. If you'd like to join the WhatsApp group, please message Sarah Ward on 07503 756659 and she will then add you.

Tapestry

We use Tapestry regularly to send updates about your child's time with us at Preschool, we also use it to inform you of what activities your child will be participating in. Please check your child's journal regularly and add a comment when you receive an observation, photo or video. We will endeavour to send you lots of photos, videos etc of your child on Tapestry however please remember that under the new EYFS guidelines it is just as important that your child's Key person is spending quality time playing and teaching your child rather than working on their tablet so you might not receive something every week. We would also like you to add photos and videos of the things the children do outside of Preschool too. 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. You can also use Tapestry as a form of communication between you and your key person if you need to discuss anything, use the observation tool to add any information that you would like to share with us, and we will get back to you. Please note that these comments will not go into your child's learning journal and will be deleted once resolved.

Communication with your Key Person

If you would prefer to meet face to face with your key person during the year, please let me know and we will arrange a date and time that is convenient for you both.

Snack Contributions

In the past parents have been very generous in helping the PTA by donating food for the children to have at snack time, this included cheese, crackers, fruit and vegetables. If you would like to contribute something there will be a basket at the top of the grass at drop off time every morning.

Birthdays

When it's your child/ren birthday we will celebrate it with them during the session with their peers and we will put the video/ pictures on Tapestry for you to see. We ask parents to bring in a 6 pack of Pom Bears to share with all the children on the day.

Kind Regards,

Lorraine Robinson (Manager)