



URC-PRESCHOOL

WWW.URCPRESCHOOL.COM

MANAGER@URCPRESCHOOL.COM

Mobile Telephone Number: 07480369531 (Pre-school phone)

January 2018

Dear Parents/Guardians,

Welcome Back, I hope you all had a lovely Christmas and New Year!!

Primary School Admissions

The deadline for September 2018 primary school admissions is Monday 15th January. Any applications made after this date will be classed as late and will only be dealt with after all of the on time applications are allocated.

If you're unsure of whether you need to apply for primary school this year, there is a date of birth checker on the right hand side of the page which will let you know if your child is eligible.

To apply for a primary school place, please click the link below:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>

Tapestry

Please remember to continually check your child's Tapestry account as observations come out regularly. When you receive anything on Tapestry about your child, please can we ask you to make a comment back to us as it's is a good way of communicating with your Key person. You can also add your own pictures and videos of things you might have done with your child at home; this is a good way of keeping those special memories.

Preschool Mobile Phone No

The new mobile phone number for Preschool is **07480369531**. Please use this number if you need to get in contact for any reason. If Preschool is closed then the calls will be diverted to my mobile

Sickness

Parents must keep any child at home who have 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). This means 48 hours after the last time your child was sick, if your child comes in before this time they will not only infect the other children but the staff as well.

Please may I remind you to inform us before 09.00 on the following number (07563539096) 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 childhood infectious diseases which may affect other children or their parents.

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. **I have witnessed a couple of times recently whilst standing at the door at drop off and pick up, some parents leaving them open!** It is necessary that you do this for the safety of all the children.

Term Dates 2017

Spring Term

Begins -Thursday 4th January

Ends -Thursday 29th March 2018

Half Term – Monday 12th February – Friday 16th February

Summer Term

Begins – Tuesday 17th April

Ends – Friday 20th July

Bank Holiday – Monday 7th May

INSET DAY – Monday 16th April

Half Term – Monday 28th May – Friday 1st June

PTA

Date for your diary :

Quiz night - Saturday 3rd March

Website

Please remember to use our website - www.urcpreschool.com. You can access any relevant information you may need about the pre-school in addition to any current updates, for example newsletters from myself or the PTA.

Library

Please remember that at the end of each session you will be able to choose a book with your child from one of our 2 trolleys. 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.

Emails

We are going to start sending out the newsletters and any notices via email, however there will always be a hard copy available if you prefer- just ask your Key Person.

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.

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.

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 the children are being collected. Please remember if you are not collecting your child, then the person collecting him/her 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 can you remember to sign your child out of pre-school after each session.

Remember to tell either myself or a member of staff if you have a new phone or mobile number.

Fruit/Vegetable Basket

Last term you were excellent at checking the fruit/vegetable bowl and keeping it full; the children had a great variety of different things to try, so I ask that you continue to do so.

Kind regards

Lorraine Robinson