



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

Mobile Telephone Number: 07480369531 (Pre-school phone)

January 2019

Dear Parents/ Carers,

Firstly, I would like to welcome you all back and welcome all our new parents who have just joined us at the URC.

Please see below important information about the Preschool.

### **Longer Sessions**

The longer sessions that we are running on a Wednesday and Thursday are proving very successful and popular. We still have a few spaces left so if you would like your child to join us please come and talk to me.

### **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 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.

### **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.

## **Dates and Term Dates 2019**

### **Spring Term**

Begins -Tuesday 8<sup>th</sup> January 2019

Ends -Thursday 4<sup>th</sup> April 2019

Half Term – Monday 18<sup>th</sup> February – Friday 22<sup>nd</sup> February

### **Summer Term**

Begins – Wednesday 24<sup>th</sup> April

Ends – Thursday 18<sup>h</sup> July

Bank Holiday – Monday 6<sup>th</sup> May

INSET DAY – Tuesday 23<sup>rd</sup> April

Half Term – Monday 27<sup>th</sup> May – Friday 31<sup>st</sup> May

**Sports Day** – Tuesday 16<sup>th</sup> July (details to follow)

**Leavers Week** – Monday 15<sup>th</sup> July – Thursday 18<sup>th</sup> July ( We will say Goodbye to the children who will be leaving us during this week, which day will depend on what sessions they attend)

### **PTA**

Dates for your diary:

**Coffee morning – Tuesday 5<sup>th</sup> February at 9am after drop off in Rainbow Room**

**Quiz night - Saturday 2<sup>nd</sup> March**

### **Website**

The PTA have been working very hard in updating our website and it looks Amazing! Please remember to use it - [www.urcpreschool.com](http://www.urcpreschool.com). As 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.

### **Facebook Page**

We have also recently set up a new Face book page for the URC preschool. This will be a closed group, just for the parents of the children attending the URC. It would be great if everyone could sign up to the page as are hoping to use it like the website by putting important and relevant information and notices on there.

### **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 send 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 any of the rooms 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 any parents/ carers whose children are not staying for lunch club or the full day sessions could sign up to wash up at the end of each morning. Please find the rota on the parent's table if you can spare 10 minutes of your time. It leaves the staff free to work with the children. Thank you.

## **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