



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

MANAGER@URCPRESCHOOL.COM

Mobile Telephone Number: 07480369531 (Pre-school phone)

October 18

Dear Parents/ Carers,

Welcome back to preschool, I hope you all had a lovely Half term and are ready for the busy weeks ahead of us. You will receive this newsletter via email but there will be hard copies available if you prefer.

Firstly, just a few reminders:

### **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 (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 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.

### **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.

### **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.

## **Lunch club**

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

**The week commencing Monday 17<sup>th</sup> December there will be only be lunch club on the Monday of this week.**

**There will be NO lunch club on Tuesday 18<sup>th</sup> (Nativity), Wednesday 19<sup>th</sup> (Christmas Party) or Thursday 20<sup>th</sup> December (Last day of term).**

## **Sessions in January**

By now you should have received a letter explaining the changes we are making to our session times in January. If you would like your child to do any extra days or either of the 2 longer sessions, please return the form to me so I can update my records.

## **Nativity**

On Tuesday 18<sup>th</sup> December we will be holding our Nativity in the church at 10.45am. It would be nice to have all the children in that day so they can all be a part of the service. Everyone is welcome to come along, watch and sing; mums, dads, grandmas, grandads, aunties and uncles, the only thing we do not allow is **pushchairs**, as you can imagine the church is full and this could become a fire hazard. The doors of the church will be open from 10.15am which should give everyone plenty of time to find their seats. After the service the children will come back into the hall, get changed and have a drink and a biscuit. Pick up will be at the normal time of **12.15pm**.

## **Christmas Party**

The Christmas party is on Thursday 20<sup>th</sup> h December and once again **ALL** the children are welcome to join us. However, drop off that day will be at **10.00am**. We will be asking parents if they can provide a plate of party food and nearer the time there will be slips of paper on the tables at drop off with a variety of items on them that we will ask you to bring in the day before. Mr Bananahead is going to be joining us this year hopefully along with another special visitor. I'm sure you want to be with your children when the Special Visitor (Father Christmas) arrives so we would like you to come back to Preschool at 11.45am to be with them.

## **Last Day of Term**

Our last day of term is Thursday 20<sup>th</sup> December. Pick up on this day will be at the normal time of **12.15pm**.

Lastly, our first day back after the Christmas break is **Tuesday 8<sup>th</sup> January 2019**

Many Thanks

Lorraine Robinson