



# URC-PRESCHOOL

WWW.URCPRESCHOOL.COM

MANAGER@URCPRESCHOOL.COM

September 2017

Dear Parents/ Carers,

Welcome back to preschool, I hope you all had a lovely Summer break!

### **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**

We want to encourage the use of the book bags that the children are given when they start with us at Preschool so during the summer break we decided to set up a new library system. 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.

### **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.

## **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.

## **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 myself. 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 2017 - 2018**

### **Autumn Term**

Begins - Tuesday 5<sup>th</sup> September

Ends - Tuesday 19<sup>th</sup> December 2017

INSET DAY Monday 4<sup>th</sup> September 2017

Half Term- Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> October 2017

### **Spring Term**

Begins -Thursday 4<sup>th</sup> January

Ends -Thursday 29<sup>th</sup> March 2018

Half Term – Monday 12<sup>th</sup> February – Friday 16<sup>th</sup> February

### **Summer Term**

Begins – Tuesday 17<sup>th</sup> April

Ends – Friday 20<sup>th</sup> July

Bank Holiday – Monday 7<sup>th</sup> May

INSET DAY – Monday 16<sup>th</sup> April

Half Term – Monday 28<sup>th</sup> May – Friday 1<sup>st</sup> June

Kind Regards

Lorraine Robinson