



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

manager@urcpreschool.com

Mobile Telephone Number: 07480369531 (Pre-school phone)

September 2019

Dear Parents/ Carers,

Welcome back to preschool and welcome to all our new parents who have joined us this term!

Artificial Grass

We have been waiting a long time for planning permission from the council to have artificial grass laid in the garden and I am pleased to say that just before the start of term permission was granted. The company have been booked to start the project next week on Monday 16th September. Unfortunately, it will lead to a little disruption, we will all have to use the side gate to enter and exit the premises that week and we will not be able to use the garden however it will be worth it!! Please note that the first couple of days there will be large machinery in the garden so please do not let your child go on the grass area.

Harvest Festival

On Sunday the 22nd September the church will be celebrating their Harvest festival and we thought it would be nice if we could participate by contributing to their food collection to give out to those in need in the community. Next week we will place a basket next to the parents table and we would appreciate the children bringing in some non- perishable food items to put inside.

Tapestry

As I am sure you are all aware, we 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.

Hanging Folders

We have placed new hanging folders for the main room and Rainbow room in the corridor round by the toilets. Each child will have a folder with their name on, on the days they are in the setting. These folders are for your child's art work or any letters they have that need to go home. Could you please go round and check your child's folder before you leave the premises.

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 either in the main room next to the signing out table or in the corridor by red groups pegs depending on where your child is dismissed. There will be a book next to 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.

Mobile Phone No.

The mobile phone number for Preschool is **07480369531**. Please use this number if you need to get in touch for any reason. If Preschool is closed, the calls will be diverted to my mobile however this does not include texts and I will therefore only receive the text messages when the phone is turned on again the following day.

Afternoon Sessions

We currently still have availability in all our afternoon sessions if you would like your child to attend for a full day. Please come and talk to me if you are interested.

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 and 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 that may affect other children or their parents.

Nativity

On Wednesday 18th December we will be holding our Nativity in the church at 10.30am. 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 10.00am 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 12.00pm that day. Please note - there will be **NO** afternoon session.

Christmas Party

This year our Christmas party will be on Thursday 19th 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. We have a special visitor coming to see us and I am sure you will 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. Please note - There will be NO afternoon session

Lunch club

Please remember **NOT** to give your child anything in their lunch that contains **NUTS**. This does also include some types of pesto.

Funding Forms

I have given out the funding forms this week, could you fill them in and sign the **Autumn term** section **only** and return them to me as soon as possible please.

Emails

I will send any newsletters and 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 and Cameras

Please remember that mobile phones and cameras are not to be used while 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.

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, such as 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.

Fruit/Vegetable Basket

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

Lost Property

Just a reminder that the lost property basket is located next to the parent's table. Please feel free to search through it if you lose anything.

Kind regards

Lorraine Robinson