



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

manager@urcpreschool.com

Mobile Telephone Number: 07480369531 (Pre-school phone)

September 2020

Dear Parents/ Carers,

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

Staggered Drop offs and Pick ups

Due the current situation we have had to put in place staggered drop- offs and pick-ups for the nursery and main room children.

9am – Nursery Drop Off

9.15am – Main Room Drop Off

12.00pm – Nursery Pick Up

12.15pm – Main Room Pick Up

1.00pm – Nursery Lunch Club Pick up

1.15pm – Main Room Lunch Club Pick Up

3.00pm – Nursery Afternoon Pick Up

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. Due to the current situation this will also be the communication tool between you and your Key person if you need to discuss anything. Please note these comments will not go into your child's journal.

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.

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.

Covid 19 – please DO NOT send your child into Preschool if they have either a temperature and /or a cough.

Guidance states that if a child is displaying these symptoms then they must be isolated at home for 10 days from the dates of the onset of symptoms unless a test result is negative. The rest of the household then needs to isolate for 14 days, again unless the test is negative.

Lunch club

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

Please remember to bring your child's lunch in a hard, plastic lunch box please as they are easier to antibac.

Funding Forms

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

Emails

I will now be sending everything out including invoices, newsletters and notices via email, however there will always be a hard copy available if you do prefer- just ask your Key Person.

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 Facebook 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.

Kind regards

Lorraine