** CAPEL PRE-SCHOOL** Reg Charity No: 271366

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**NEWSLETTER: Term 1/2019**

**Welcome to Capel Pre-School!**

To our returning families, we hope you had a good summer holiday and that the children have recharged their batteries for the term ahead. To our new families, we would like to extend a warm welcome! We hope the children settle well but if you are concerned about anything at the start of the year, please talk to your child’s Key Person and they will be happy to help with any difficulties that your child may be experiencing: however trivial you may think they are, smoothing over little problems can make a big difference to your child.

**Thank yous!**

Staff would like to thank all who kindly gave gifts at the end of last term. Your cards, letters and presents meant a huge amount to all of us and we are extremely grateful.

**Healthy Eating**

At Capel Pre-School we follow a Healthy Eating Policy.

We ask that no sweets are included in lunchboxes. In the interests of children with severe food allergies, we ask that NO NUT PRODUCTS (including peanut butter and nutella) be brought onto the premises. Also, if you are including grapes in your child’s lunch then please make sure that they are cut up.

Please make sure that lunchboxes and drink bottles, containing only water, are clearly named and placed on the kitchen side when you drop off. They should not be left in your child’s box. We are unable to allow a child to drink from an un-named flask or beaker. If we are unable to clearly determine whether a drink belongs to a child, we offer the child water using a Pre-School beaker.

If your child needs cutlery to eat their lunch then please include this as we don’t have many spoons or forks at Pre-School.

If you require further information, we have a suggested lunch ideas leaflet in the corridor at Pre-School.

**Lost Property**

Please remember to name all of your child’s belongings. If your child unfortunately loses an item of clothing during a session, please check in the Lost Property Box, which is kept in the entrance hall. Clearly-named items can usually be returned more readily at the end of the session. We ask that children do not bring in any items that are precious to them. We cannot be responsible for them and things do get lost and/or broken.

**Indoor and Outdoor Shoes**

As the weather inevitably worsens, we would like to minimise the risk of slippery surfaces and dirt in the hall. We will therefore continue with our indoor/outdoor shoes routine. Please assist your child by changing their shoes for plimsolls before they enter the main hall. Every child is provided with a named box in which to place their outside shoes. For safety reasons, no open toed shoes should be worn.

All children should have a pair of outdoor shoes left in their box at each session, so that they have something to wear when we go out into the recreation ground or to visit the MUGA

**Health, Safety and Hygiene**

In the interests of hygiene, please make sure that shoulder-length hair is tied back for every session. Not only does this minimise the risk of head lice transferring between children, it also reduces the likelihood of distress caused by painted or glued hair!

Please also make sure that all medicines, creams and food are clearly labelled and removed from your child’s bag and given to a staff member or put into the kitchen and not left in your child’s box. This will mean that they can all be stored safely away from other children.

**Disabled Toilet**

The disabled toilet is where we use our changing table and also is the only facility available for staff to use for H&S reasons. Please note that it will therefore be impossible for us to have bikes, scooters or pushchairs stored in this room during sessions and you should make alternative arrangements. We appreciate your support with this matter.

Parents and Carers are reminded that they should not use any of the toilets in the hall without first asking a member of staff, this includes taking your own child to the toilets, in case there is another child already using these facilities.

**After Session Use of Toilets**

After collection please could you ensure that your children use the public toilets in the car park rather than returning to Pre-School. Many thanks for your support with this matter. Once Pre-School finishes staff will be cleaning the hall and toilets ready for the next day.

**Collection of Children**

It is very important from a safety perspective that we know who is collecting your child. If, for any reason, you are unable to collect your child or your child is going home with someone else, please inform a member of staff at the beginning of the session or phone Pre-School during the session. Please ring if you are going to be late collecting your child.

If there are any changes or alterations to your or your emergency contacts it is each parent’s responsibility to let Pre-School know.

Our Fees Structure which was included with your child’s joining pack sets out the charges that will be incurred if your child is left late at Pre-School. Please email Alison on [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com) if you need another copy of this or visit the website.

**Sickness**

All absences from Pre-School are recorded in our register. If your child is unable to attend, whatever the reason, please phone to let us know. REMEMBER that any child who is sick or has had diarrhoea must remain at home for **48 hours from the last time they were ill**.

Please also be aware that staff are not allowed to administer Calpol or antibiotics to your child.

If a sibling or another child in your care is unwell please do not bring them into the setting when dropping off/picking up your Pre-School child

**Capel Pre-School Management Committee**

The first Capel Pre-School Management Committee meeting for this academic year will be held on **Tuesday 8th October 2019**. One of the roles of this Committee is to regularly review the Policies that are in place for our Pre-School. Should you ever wish to read any of these policies a folder is available for you to look at in the Pre-School or via the website.

Your current Parent Representative is Carolyn Keeping. Please let your Parent Reps know if there is anything you would like brought to the attention of the Committee. Any issues are discussed with complete confidentiality.

We are looking for more Parent Representatives to join our Committee – if you would like to put your name forward please complete the Nomination Form attached to the email with this Newsletter. If you would like to discuss this then please discuss with Zita or call Alison for more information.

**Key Person Meetings**

These are a very important part of your child's time at Pre-School and form part of the Record that we forward to your child’s Primary School. You will have the opportunity to speak with your child's Key Person about their progress and/or any concerns you may have about their development. We are sorry but times/days are limited as we have to fit around the hall being used by other people.

The provisional dates available for meetings this term are: Tuesday 12th and Tuesday 19th November between 5pm and 6pm. Once these dates are confirmed please see your child’s Key Person to make an appointment as soon as possible.

**WOW Board**

We have a WOW Board at Pre-School, which is situated in the small room.

Please can you help us to fill this board with the children’s achievements so that we share and celebrate these achievements with the rest of the group at the end of each session and will also help with developing your child’s learning.

For example, you could write that your child slept in their own bed, or slept through the night, ate all their dinner, counted to 10 or made a jigsaw. It can be anything no matter how small!

Your child’s key person will put the notes into your child’s My Unique Story so you will always have a record of them.

Notes and pens will be left by the board or you can bring in notes from home.

**Facebook Page**

Please remember to regularly check our Facebook page so that staff can remind parents of dates and events. It is not looked at regularly by staff so under no circumstances should messages be left on this page about sickness for example. It is also not a page for parents to communicate between each other. We hope that reminders sent this way prove helpful to parents and any feedback regarding this page would be gratefully received on the usual email address: [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com).

**Dates for the Diary**

**Photographer**

The photographer will be visiting on Tuesday 29th October. All children attending the morning session will have their photograph taken, unless you let Zita know. Children are taken into the small room for the photos and are accompanied by a member of staff at all times. If your child does not attend on a Tuesday but you would like to have a photo taken please let Zita know. Many thanks.

**Rev Wendy Swan**

The Rev Wendy Swan will be visiting us on Thursday 26th September to discuss harvest.

**Food Bank**

During the week beginning Monday 23rd September we will be collecting items to donate to the local Food Bank.

**Christmas Party**

We will hold our Christmas Party on the last day of term – Monday 16th December. We ask that a donation of £3 per child is made for this event to cover the cost of the food and entertainer.

**Christmas Concert**

Our Christmas Concert will be held on Thursday 12th December. Please remember that we do not allow any photography or recording of the performance until Zita tells us that we can!

Finally, ....

Please do get in contact with our Administrator, Alison, if you wish to add any sessions to your current booking throughout this academic year. We do try to be as flexible as possible with your bookings, but must request that once the invoices have been sent out it is not possible to drop a session. It may in some circumstances be possible to add a session but only if staff numbers allow.

Please also make sure that you regularly check the notice board for information and notices. You will also find information about what we are doing during the week with details of the things we have been doing, stories we have listened to and physical activities that we have participated in.

Thank you!

Capel Pre-School Staff

Term Dates

September 2019 – July 2020

**Term One** Thursday 5th September 2019 to Friday 18th October 2019

**Term Two** Monday 28th October 2019 to Monday 16th December 2019

**Term Three** Monday 6th January 2020 to Friday 14th February 2020

**Term Four** Monday 24th February to Wednesday 1st April 2020

**Term Five** Thursday 16th April 2020 to Friday 22nd May 2020

**Term Six** Monday 1st June 2020 to Wednesday 22nd July 2020