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

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD 01892 833363

**NEWSLETTER: TERM 3 (JANUARY 2019)**

Dear Parents and Carers,

Happy New Year! We hope you had a great Christmas and New Year and feel refreshed and ready for the new term. Very many thanks to all those who gave cards and presents to the staff at the end of last term. We were very touched by your generosity.

Welcome to the new children and their families; we look forward to get to know you all.

**THANK YOU!**

Thank you to Carolyn one of our current committee parent representatives for organising the teas and coffees at the Concert. We are also very grateful to past parent Theresa Curtis who joined us again to help out! Thanks also to Waitrose who provided the tea, coffee, biscuits and mince pies.

Thank you to you all for joining us at the Concert. The children loved performing the songs to you all we were all incredibly proud of all of them.

A big thank you also to Santa (Amelia’s Grandad) for joining us for our Christmas Party. The children and the staff had a great time at the party – we were joined by Kazamataz who entertained us all.

**WAITROSE FAIR SHARE SCHEME**

We are part of the Waitrose Fair Share Scheme run by Paddock Wood Waitrose. Staff regularly received texts saying that there are items to collect for free to use at Pre-School, and we also can specifically request items for an event – such as the Christmas Concert refreshments. This is a great scheme for us and we are thrilled to be part of it.

**THURSDAY CLASS REMINDERS**

Every Thursday all children take home a book with them to share at home. Please remember to return this book every Thursday so that we can then talk with them about this book and choose another one to take home for the next week. Each child should bring along a show and tell object each week on a Thursday too starting with the letter sound of the week.

**MANAGEMENT COMMITTEE MEETING**

Please be advised that the next Committee Meeting will be held on 12th February 2019. If you have anything that you would like raised at this meeting then please contact your Parent Representative who is Carolyn Keeping. Although a couple of parents are going through the process to join the Committee, we do need more parent representatives! Please do speak either to Alison or Zita if you are interested in joining us. It involves coming to three meetings per year.

**FUND RAISING**

We are extremely grateful to you all for your support with our fundraising for several charities during the last two terms.

We are pleased to let you know that we raised the following amounts:

Children in Need (including money raised from our Ramble) – £346.65

Save the Children - £35 (thanks to parents and families for supporting and wearing your Christmas jumpers!).

If you would like to donate your child’s outgrown Christmas Jumper to Pre-School, we will be selling them next year for funds to purchase books for the Pre-School.

**USE OF MOBILE PHONES IN PRE-SCHOOL**

Please remember that mobile phones are not to beused when you are dropping/collecting your child off at Pre-School? The children need your full attention at this time and we are very grateful for your support with this matter.

**REMINDERS**  
As the children spend a great deal of time on their knees, remember to dress them appropriately for messy play and a cold floor (they do not always stay on the matting!). Please ensure your child’s clothes are named – even initials on labels help us to identify missing items of clothing. The children still have access to the outside play area when they request it, so hats and gloves can be left in their shoe box for their comfort. Long hair should always be tied back. It is very distressing for children if they get glue or paint in their hair. Thank you.

**DISABLED PARKING SPACE**

The Pre-School is very lucky to have such a large car park in which you can park at drop off and collection times. This facility is for all of the Community too. So please do not use the disabled parking space unless you are entitled to do so and are displaying the blue badge. Many thanks for your support with this.

Please also remember to always drive carefully and slowly in the car park as the children are walking around.

**SICKNESS** – **PLEASE CONTACT PRE-SCHOOL IF YOUR CHILD IS UNWELL AS SOON AS POSSIBLE**

At this time of year, it is quite common to catch one of the many bugs and germs doing the rounds. In an effort to stem the spread of any illness, we request that children are kept at home for **48 hours after any symptoms of sickness or diarrhoea have stopped.**

Also, please may we remind you that siblings who are off school poorly should not be bought into Pre-School at the beginning or end of a session.

Please make sure that your contact details are up to date. If your child is unwell during a session, we will make every effort to contact you using your emergency contact details.

**LUNCHBOXES & DRINKS**

All lunchboxes and drink flasks (filled with only water) should be clearly named. We cannot allow children to drink from an un-named flask. If a member of staff is unable to identify their flask for this reason, a drink of water will be offered as an alternative. We continue to encourage a healthy eating policy and ask that your packed lunches support this. We are a nut-free venue and ask that you do not put nut-based products in your child’s lunch box.

**FACEBOOK PAGE**

Staff regularly update this page with reminders about things to bring into Pre-School or events and activities and their times. It will also be used to update you during times of bad weather to alert you to any closures. This page is not a place for conversations, comments or questions please see staff at the beginning or end of a session or phone either the Pre-School or Alison in the usual way.

**SEVERE WEATHER CONDITIONS**

**PLEASE CHECK THE FACEBOOK PAGE AND WEBSITE IF YOU ARE UNSURE WHETHER PRE-SCHOOL WILL BE OPEN**

Although there has not been any snow this year, we have nevertheless had some difficult weather over the past years. During severe weather conditions, parents and carer have the responsibility of getting children to and from Pre-school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions. Please consider carefully and only keep children at home if conditions are unsafe. In such circumstances, we update our Facebook page and also the website to show up to date information. Please be aware that we DO NOT automatically close if Capel Primary School has been closed, as the decision to suspend our services has to be made by our own Supervisor and team, in line with Ofsted regulations. **If you decide not to make the journey to Pre-school, please ring us to confirm your child’s absence**. If weather conditions worsen during a Pre-school session and you feel it is necessary to collect your child, Pre-school should be contacted prior to collection. Please avoid collecting your child before the end of the session unless you feel that their safety is at risk.

**CONFIDENTIALITY**

At Capel Pre-school we aspire to offer an open-door policy whereby staff can be made available for confidential discussions at the start and end of each session. If you have a concern or news that needs immediate action, please seek out your Key Person and/or Zita at the start of the session. For any concerns that may need substantial time, an appointment can be made with your Key Person or Zita. Please be advised that news of a confidential nature is best dealt with on Pre-School premises within normal working hours.

Wishing you all a Happy New Year,

**Capel Pre-School Staff and Management Committee.**

PRE-SCHOOL IS CLOSED ON THE FOLLOWING DATE: Monday 6th May 2019 – Bank Holiday

Term dates are as follows:

Term Three Monday 7th January 2019 to Friday 15th February 2019

Term Four Monday 25th February 2019 to Friday 5th April 2019

Term Five Tuesday 23rd April 2019 to Friday 24th May 2019

Term Six Monday 3rd June 2019 to Monday 22nd July 2019