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

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**NEWSLETTER: Term 1 2021**

**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! If you have any questions about anything, 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.

**New Staff**

Louise and Laura have joined us this term and we are delighted to have them with us, they have fitted into our team so well.

**Uniform**

We have lots of second hand uniform for sale at Pre-School with all clothes reduced until the end of September 2021. Money raised from these sales all goes towards buying new books for the children.

Please can you make sure that your child comes into Pre-School with a change of clothes in their bag each day in case of accidents. If anyone has any spare jogging bottoms that they could donate to us we would be very grateful. Should you need to borrow some of the spare Pre-School clothes please make sure that they are washed and returned as soon as possible. Thank you in advance!

**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/cherry tomatoes (or any other similar sized fruit) 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. 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 which we have emailed around to you all recently.

**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. 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 (Multi Use Games Area). We provide coats and wellies.

**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/inhalers/creams are clearly labelled with your child’s name and are in their original packaging. It is the parent’s responsibility to make sure that the items are in date. This will mean that they can all be stored safely away from other children. You must hand any items directly to a staff member and not just pop them in your child’s bag.

**Toilets**

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 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 if you need another copy of this or visit the website.

**Sickness**

In addition to the reminders that have been sent out about COVID-19 please can we remind you about the following.

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 next month. 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 Representatives are Jo Corcoran, Millie Hill and Rosie Hayton. 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 email admin@capelpreschoolfiveoakgreen.com If you would like to discuss this then please discuss with Zita or call Alison for more information.

**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.

**Harvest Festival**

We will be celebrating Harvest festival during the week beginning 11th October 2021. We will send out more information about this nearer the time.

Thank you!

Capel Pre-School Staff