

**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 2022)**

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 getting to know you all.

**THANK YOU!**

A big thank you also to Santa (Julie’s daughter) for joining us for our Christmas Party. The children and the staff had a great time at the party – we were joined by Cheryl from Cooking Pioneers who made gingerbread with the children.

**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.

**CONTACTING PRE-SCHOOL**

If you need to ask a question or to tell us something about your child you should only do this by either phoning the setting after 7.15am each day or by emailing Alison in the usual way. Parents **must not** under any circumstances be messaging staff to ask them questions about Pre-School. This is seen nowadays as a Child Protection issue and by messaging staff directly you are putting them in an awkward position. So please either call the setting on 01892 833363 or email Alison on [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com).

**TERM DATES**

Please be aware of the new term dates which have altered because of the change in May Bank Holiday date due to the Jubilee celebrations. We will be writing out about any changes soon.

**SECOND HAND UNIFORM** – please remember to look through the uniform box if you need any extras for your child. Money raised from this goes towards buying new books and equipment for the Pre-School.

**YELLOW BOOKS** – these should be returned to us as soon as possible please.

**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**

Please do remember to dress your child warmly with layers when they come to Pre-School. To due Covid guidelines we must keep well ventilated so windows and doors are kept open.

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. Children must only wear stud earrings.

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 BY 9AM ON THE DAY OR THEIR FIRST ABSENCE**

The guidelines around Covid absence do seem to be changing regularly. But what remains the same is that all children who show any symptoms of Covid must either isolate for 10 days or must have a negative PCR test before they can return to Pre-School.

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 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.**