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

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

 Tel 01892 833363 Mob 07936 151326

Email: admin@capelpreschoolfiveoakgreen.com Website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**NEWSLETTER: TERM 4 2024**

Dear Parents and Carers,

Welcome back to Pre-School for Term 4. Within our usual curriculum, we will also be talking about Spring and Easter this term.

**POLLING DAY – Thursday 2nd MAY**

As the Hall is used as a Polling Station on this day, Pre-School will not be open on Thursday 2nd May 2024.

**Family Disco – Saturday 23rd March 3 – 5pm**

Tickets are now available to purchase from Pre-School if you would like to join this event. This will be a fun event for all the family and we look forward to seeing as many of you as possible at this event! Our Chair, Jo Corcoran, is arranging this event and would be grateful for any volunteers to help on the day both before, during and after! Please email on the usual address to offer – admin@capelpreschoolfiveoakgreen.com . Thank you!

**Open Session for New Children – 18th March 2024 – 12 noon – 1pm**

We are pleased that we are going to be able to hold an open session.

If you have a child that is due to start from September onwards and you would like to attend then please email Alison on admin@capelpreschoolfiveoakgreen.com to book a place. Attendance is not required if you are familiar with the setting and staff.

**Parent Meetings – Tuesday 5th and Tuesday 12th March 2024**

If you don’t already have an appointment, please make sure that you see your child’s key worker as soon as possible to arrange this. Thank you.

**World Book Day – Thursday 7th March 2024**

We will be celebrating World Book Day with lots of activities based on the ever popular book the Hungry Caterpillar. All children should come into Pre-School dressed up as something to do with the story.

**Easter Bonnet Parade – Thursday 28th March**

We will be holding our Easter Bonnet Parade again this year and ask that parents help their child to make a hat to bring into Pre-School with them on the above date. This is only for children who normally attend on a Thursday.

**Leaver’s Photograph – Thursday 16th May**

This year our Leaver’s photograph will be on the 16th May. Please make sure your child arrives promptly at the start of the session on this day. Thank you.

 **SPORTS DAY AND LEAVERS CEREMONY – THURSDAY 18th JULY DURING THE AFTERNOON** – this event is only for Thursday children and their families

**REMINDERS:**

Please remember that if you need to change your child’s pick up or drop off routine you must tell a member of staff the day before at pick up time or call the setting on 01892 833363.

Your support with this is very much appreciated!

**CAR PARK - sorry to be having to remind parents about this again, but we want to ensure that we all work together to keep the children safe.**

DO NOT TO PARK IN DISABLED BAY UNLESS PERMITTED TO DO SO **AND** ARE DISPLAYING THE CORRECT SIGN

BE CAREFUL IN PUBLIC CAR PARK AND DRIVE SLOWLY

PLEASE HOLD YOUR CHILDREN’S HANDS WHEN WALKING ACROSS THE CAR PARK BEFORE AND AFTER THE SESSION.

**WHAT TO WEAR AT PRE-SCHOOL**

The children spend a great deal of time on their knees, so 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.

All children should wear indoor shoes when they are at Pre-School and staff will help them with changing their shoes in the mornings.

Long hair should always be tied back. It is very distressing for children if they get glue or paint in their hair.

Make sure that your child has spare clothes with them at every session in case of an accident.

Thank you.

**SICKNESS**

At this time of year, it is quite common to fall prey to 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.**

Please make sure that your contact details are up to date. If your child is unwell during a session, we need to be able to make sure that we can contact someone to pick up each child if they become unwell at Pre-School.

All sickness, or any absence from Pre-School, must be reported to Pre-School by calling 01892 833363 after 7.30am. Do not use facebook or messenger to report any absence.

**LUNCHBOXES & DRINKS**

All lunchboxes and drink flasks (containing only fresh water) should be clearly named. We cannot allow children to drink from an un-named flask. If staff are 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. Please make sure your child’s lunch box has a cold pack in it. If you want any help or support with what to put into your child’s lunchbox then please do speak to a member of staff.

During the morning and afternoon sessions we provide snacks for the children which could be fruit, vegetables, breadsticks, biscuits, crackers or cheese for example. Any donations towards these snacks would be gratefully received.

Please make sure you check the notice on the hall door window re allergens in snacks provide each day. If you know child has allergy then please speak to staff.

**Where are we?**

We will be enjoying spending more time outside as the weather improves. We could be in the Orchard or in the MUGA in the grounds around the Village Hall.

Please note that if you are delayed dropping your child off at Pre-School and we are outside we have made a poster which we will put up on the door so that parents know where to find us.

**CONFIDENTIALITY**

At Capel Pre-School we offer an open-door policy whereby staff can be made available for confidential discussions about concerns or news that you might have.

 If you have a concern or news that needs immediate action, please phone the setting during opening hours.

If you need to make us aware of something outside of opening hours them please email admin@capelpreschoolfiveoakgreen.com and Alison can contact Zita to arrange a mutually convenient time to talk.

These discussions can take place inside the setting with staff and we will make the time to do this for you at the earliest mutually convenient time.

Very best wishes from all at Capel Pre-School