**** **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](mailto:admin@capelpreschoolfiveoakgreen.com) website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**Newsletter Term 5 2024**

Welcome to Term Five. We hope you had a pleasant spring holiday and are looking forward to the term ahead. This term our topics will include Healthy Lifestyles and moving onto our next School.

**Pre-School Closed – Thursday 2nd May**

Please do remember that, due to local elections being held, Pre-School will be closed on Thursday 2nd May for the day.

**Extra Clothes**

Please do remember to put extra clothes into your child’s bag – sometimes children need an extra layer on or perhaps have got their sleeves wet whilst washing their hands. So extra sweatshirts and jumpers are especially useful.

**Nappies**

If your child is still in nappies please do make sure that there are enough in their bag to cover them for the whole of the day at Pre-School.

**Flowers in Containers**

The volunteer village gardeners have been planting up pots around the village including outside the hall. They have worked very hard to plant these and therefore please don’t allow your children to pick the flowers.

**Drop Off and Pick Up Time**

We realise that sometimes children need to leave a session early, for example for appointments with the doctor. Please do let us know if you need to do this in advance so that we can make sure your child is ready to be collected. However, we ask that these requests are kept to a minimum as it does interrupt the session. Your support with this is greatly appreciated!

Normal drop offs are at 8.30am and 12.30pm. If your child is going be late for any reason or absent for that session please make sure that you contact the setting on 01892 833363 as soon as possible.

**Car Park**

Please can we remind you once again to take extra care in the car park – it is a busy place, especially in the morning, with lots of children and dog walkers there too. We do appreciate your support with this matter. Also, may we remind you that you can only park in the disabled space if you have your badge displayed in your car window.

**Pre-School Toilets**

Once you have picked up your child, please be aware that staff will not be able to allow you to re-enter the hall to use the toilets again and your support with this is greatly appreciated.

**Sickness/Absence – YOU MUST PHONE ON THE MORNING TO LET US KNOW**

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

**Lost Property:**

Please remember to name all of your child’s belongings. If your child loses an item of clothing during a session, please check in the Lost Property Box, which is kept in the main entrance hall. Clearly-named items can usually be returned readily at the end of each 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:**

Before children enter the main hall, to minimize the risk of slippery surfaces and dirt in the hall, staff will assist your child by changing their shoes for plimsolls. Every child has been provided with a named box in which to place their outside shoes. We actively encourage children to use the outside play area and in dry weather they will wear their plimsolls – if the ground is muddy then we provide wellies for them. Please remember no open toed shoes, crocs or sandals are to be worn at Pre-School.

It is the parents’ responsibility to change their child’s shoes at the end of the session at pick up time before they leave the building.

**Packed Lunches:**

Please make sure that you name your child’s lunch box and drink. All lunchboxes must have an ice pack in them to maintain the food’s freshness. In the interests of children with severe food allergies, Capel Pre-School has a “no nuts or nut products” policy. We ask that you put only water in your child’s drink bottle. As part of our curriculum, we discuss ‘Healthy Eating’ and lunch time provides a perfect opportunity for this debate. Do remember to use our Lunch Suggestion List if you need any guidance regarding what to put in your child’s lunch box. Thank you for supporting the children in this very important aspect of their learning.

**Primary School Visits:**

In recent years, Primary Schools have invited children joining from the Pre-School to visit them for a session during the term before they start school. It is very beneficial for your child to make their visit and greatly assists the settling-in process during the transition period.

We do contact all the Primary Schools that our children will be moving onto and invite them to visit the children at our setting in order to get to know them and also for us to share information about your child to aid the transition process

**Key Worker Meetings:**

The Parents and Carers of any child starting Primary School in September will be offered a Transition to School meeting with their child’s Key Person. Your Key Person will contact you to make an appointment in term 6.

**2nd Hand Uniform Box – all items £1!:**

Second hand uniform is available for purchase from the box in the corridor with every item priced at £1. Money from these sales goes to buy new activities and books for the children. If any leaving families are able to then please do donate your unwanted uniform.

**IMPORTANT DATES FOR YOUR DIARY:**

**Healthy Life Style -week beginning 20th May**

We will be doing lots of activities including stories about food, exercise, toilet training, hand washing, tooth hygiene, and food (including food tasting) during this week.

**Capel Pre-School Management Committee Meeting**

The Management Committee meets three times a year to discuss Pre-School matters. If you have any questions or information that you would like to bring to the Committee’s attention at a meeting please let Jo, Zita or Alison know of anything you wish to be discussed.

The next meeting will be held on 13th May.

We are keen to include parents on the Committee, and would be pleased to hear from any parent. Please get in touch with any of the Committee to speak about this.

**Date for Photographer**

The photographer will be coming to visit us on Thursday 16th June – this will be a group photograph and will be for Thursday children. There will be no sibling photos available on this day.

**Capel Fete and Carnival – Saturday 6th July 2024**

We are not sure about and details at the moment, so more details will be circulated about this as soon as we have any information.

All the family are welcome to join us for this event – grandparents and siblings as well as parents – but all must be dressed up! If you are going to be pushing a push-chair, please decorate this too. Unfortunately, children who are not accompanied by an adult will not be able to take part.

**Sport’s Day and Presentation - Thursday 18th July 2023 at 2pm**

Four Plus Group (Thursday group) is Sports Day, followed by a presentation by the Pre-School staff to every individual child. For the occasion, please make sure your child has their trainers or plimsolls and a sunhat. All parents, carers, grandparents and friends of children in the Four Plus Group are invited to attend. Parents may take their child after this event so that they are able to pick up older siblings on time.

Finally, we operate an open-door policy at the Pre-School. If you have any concerns or worries then please do get in contact with Zita or any other member of staff, or you can send an email to [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com) at any time.

Best wishes to all for the coming Term,

**Capel Pre-School Staff**

Term Dates

September 2024 – July 2025

Term 1 Monday 2nd September – Friday 25th October

Term 2 Monday 4th November – Monday 16th December

Term 3 Monday 6th January – Friday 14th February

Term 4 Monday 24th February – Friday 4th April

Term 5 Tuesday 22nd April – Friday 23rd May

Term 6 Monday 2nd June – Monday 21st July