** 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: capelpreschool@hotmail.co.uk website: [www.capelpreschool.org.uk](http://www.capelpreschool.org.uk)

**NEWSLETTER: TERM 4 2019**

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 and also enjoying World Book Day and Red Nose Day activities

**KEY PERSON MEETINGS - TUESDAY 12th MARCH 5 – 6pm and TUESDAY 19th MARCH 5 - 6pm**

These meetings are an important part of your child’s time at Pre-School and it is important that you see your child’s Key Person on one of the following sessions. If you haven’t already booked your session, please speak to your child’s Key Person. We apologise that we cannot offer more flexibility but we are restricted to times because of the Village Hall’s busy schedule!

**SOME DATES FOR THE YOUR DIARY**

For those families who have younger siblings starting Pre-School next year you are invited to join us at Pre-School between 1200 and 1300 on Monday 18th March 2019. If you would like to attend this then please do let Alison know as soon as possible.

Thursday 7th March 2019 is World Book Day. If your child would like to, they may dress up as their **favourite book character** when they come to Pre-School on this day and bring in their favourite book for us to read together. Do make sure the book is named!

Friday 15th March is Red Nose day and we will be dressing in red and doing red activities. A donation bucket will be in the in corridor.

Thursday 28th March- we look forward to welcoming the Reverend Wendy Swan to talk about Easter.

Thursday 4th March- Easter Bonnet Parade – all children to make a bonnet at home with their parents/carers and bring in on this day to be judged. There will be prizes for all.

Healthy lifestyle week starting Monday 6th May- We will be talking about healthy lifestyles and food and doing some food tasting.

Thursday 16th May 9am – leavers photos.

Saturday 6th July – village fete and carnival – more info to come

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

**PICNIC DAY – Monday 24th** June – more information to follow soon.

**REMINDERS:**

**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

The Signing In Book is a legal requirement for which we are required to ensure correctly reflects when each child is being dropped off and not only who is dropping the child off, but also for how long they are with us for.

We know that sometimes there is a queue in the morning to sign this, but we must ask that each parent waits in the queue to complete the form to show when they arrive to drop the child off and then again when they leave. Unfortunately, you will not be permitted to sign in and out at the same time when you leave.

We must also ask that a responsible adult signs in and drops each child off at Pre-School. School age children are not permitted to drop off a sibling or write in the signing in book.

If you have any queries or questions about the above then please do speak to either Zita or Alison. Thank you for your support with these matters.

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

**Please remember that mobile phones are not to be used when you are dropping off or collecting your child from Pre-School** or when you are visiting the Pre-School for any reason. The children need your full attention at this time and we are very grateful for your support with this matter. If you have an emergency call then you must inform a member of staff.

**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 we request that you help your child to change into these before entering the main hall. Long hair should always be tied back. It is very distressing for children if they get glue or paint in their hair. 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 will make every effort to contact you using your emergency contact details.

**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 also remember that not all lunch boxes fit in the fridge so please make sure your child’s lunch box has a cold pack in it if necessary, to keep it cold. During the morning and afternoon sessions we provide a variety of snacks for the children which could be fruit, vegetables, breadsticks, biscuits, crackers or cheese for example. The Lunchbox Suggestion List is up in the corridor. 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.

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.

**SEVERE WEATHER CONDITIONS**

During severe weather conditions, parents and carers 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.

As early in the morning as possible we will notify you of any closure via email and on our Website. However, the quickest may well be via our Facebook page which we update with general 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.

**Where are we?**

Having said the above we have been enjoying spending more time outside in the recent warmer weather 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 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. Any discussions, even about your own child, should happen at the Pre-School premises.

**Questionnaire**

The annual Questionnaire for parents will be distributed from the table at Pre-School in the next few weeks. Please complete and return to us as soon as possible. Once we have collated the responses, we will give feedback to all parents.

**WOW BOARD**

**Please make sure that all successes are written up by an adult and dated – thank you!**

We love to share the children’s successes at Pre-School with you and it would be lovely if we could celebrate together the things that children are doing out of Pre-School too – it could be that they slept through the night for the first time or that they put their own coat on or tidied up their room for example. So do put up a note of what your child has achieved! Many thanks.

Many thanks for your attention to the information and reminders above.

Let’s hope that the sun keeps shining!

Very best wishes from all the Capel Pre-School Staff