



Pre-School at St. Saviours

St. Saviour's Church Hall, Connaught Road, Brookwood
Woking, Surrey, GU24 0AS
Phone: 01483 888 531 (9.00am–12.30pm), Mob: 07903 609 172 (8.30am - 6.00pm)
E-mail: preschoolatstsaviours@gmail.com



Newsletter

No.1

A big welcome to all our new children and welcome back to all the children returning for another year. Information for all new parents who are joining us, you will be receiving a newsletter at the beginning of every half term to keep you up to date with useful and important information about the forthcoming half term. We apologise for the length of this first newsletter but there is a lot of important news for all parents. A copy of our Policies and Procedures are also available for you to read on the information desk in the main entrance hall or on our website www.preschoolatstsaviours.co.uk. If at any time you have any questions please speak to a member of the management team or a member of staff. If there is any parent who would like to have a copy of our latest Prospectus please ask a member of staff for a copy or visit our website.

Just after each half term we issue a Summary and Future Provision sheet for your child which will be a summary of your child's development and how we are going to support your child's learning over the next two half terms.

PRE-SCHOOL PLACES

We still have places available both morning and afternoon (only one space left for the afternoons) for all age groups so if you would like to increase the hours your child attends please speak to Sally.

STAY AND PLAY

Once again we will be inviting all parents to 'Stay and Play' this term. This is an opportunity for you to see and play with your child in the setting and to chat with your child's Key Person. We run these sessions each term. You can come in anytime over the next term and stay for half an hour or more if you would like to. Just let a member of staff or your child's Key Person know the date you would like to come in. Thank you.

ATTENDANCE

Under the Early Years Foundation Stage we have been advised that we must account for every child each day that they attend the Pre-School. If your child is ill or will not be attending for any other reason please telephone us by 11am on the first morning of absence to let us know the reason for the absence. If we have not heard from you by then we will contact you by telephone or text to find out the reason for your child's absence from Pre-School. Please let us know each day that your child is off. If you know your child is going to be absent in advance for example going on holiday, please let us know in writing. Thank you for your cooperation in this matter.



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COLLECTION BOOK

Please make sure that if anyone other than your child's main carer is collecting them at the end of the session that it is written in the collection book, which is situated on the table opposite the main entrance or in their Contact Book. This should be done even if it is the child's father, grandparent or a friend. We will not release a child to anyone without prior permission from the parent or main carer. If there is an emergency during the morning and someone else needs to collect your child, please telephone us on our mobile number 07903 609172 or 01483 888531 and give us a name and brief description of the person.

ILLNESSES

If your child is showing any signs of illness e.g. cough, flu like symptoms or has a temperature please keep them at home until the symptoms stop. If you or the person bringing your child into the setting is suffering from any of these symptoms please do not come into the building as we want to minimise any risk of passing it on to others. If your child has sickness and or diarrhoea please keep them at home for **48** hours after the last incident of illness. This helps prevent the spread of illness amongst the children and staff. If your child is ill please contact us to let us know why they won't be attending Pre-School.

CLOTHING

On the few sunny days we have left this year, please ensure your child has a named sun hat and that sun cream is applied to your child before arriving at Pre-School. In the better weather a lot of our activities are based outside and the garden is quite sunny. Also please remember to send in a named sports bottle containing water for your child. This enables them to have access to a drink at any time. The children do a lot of climbing and running about outside and we ask for the children to wear **covered in shoes** so no toes get damaged. Trainers are ideal footwear to wear during the session. Also please ensure that all tops cover the children's shoulders fully. When the weather becomes colder please send your child in with a coat, hat, gloves etc., as we will take them outside during the session. **All** clothing and shoes must be named as not all children recognise their own things. Please make sure all clothes and shoes are easy for the children to manage themselves as we try to encourage them to be independent when going to the toilet e.g. no difficult belts or braces to undo etc. When the weather is wet, please send your child in with **named** wellies and leave them under their peg.

For the children who stay all day, please provide a bottle of suntan cream with their name on so that we can apply cream at lunch time if the weather is sunny.

Disclaimer

It is the responsibility of each child's parent or main carer to apply sun tan cream to their child before they attend Pre-School At St Saviours.

Pre-School at St Saviours will not be held responsible for the consequences of any child being exposed to the sun without wearing sun tan cream whilst in their care.

CURRICULUM

The Framework we follow is the Early Years Foundation Stage.



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The main emphasis is on 'choice' for every child. This means that we will not be setting out all equipment for the children. It will be up to the children to set it up in the way that they want to; this enables them to get maximum learning opportunities from everything they do. We aim to achieve 50% adult led and 50% child led activities. We will be observing each child regularly which will enable us to move them on and get to know each child really well.

PARENT CONSULTATIONS

If you would like to make an appointment to see your child's Key Person, please fill in the slip attached to this newsletter and hand it in. The Key Person will then arrange with you a mutually convenient time. This could be termly, at the end of the school year or at any time if you have any concerns. In addition to this, members of the management team and staff are always available to speak to you about any issues you have concerning your child at the beginning or at the end of the session if necessary. If you are unable to come into the setting during session time a telephone appointment may be made to speak to your Key Person. Each child is allocated a Key Person, if you would like to know who is your child's Key Person please take a minute to look at the notice board in the main entrance hall where a list is displayed. We hold a Parent Evening in the Spring Term.

WHO'S WHO

For those who aren't sure who we all are, Jeanette and Sally are the owners of the Pre-School, one of us is always available if you need to speak to us. We also have a great team of staff who all work very hard to make sure that your child's time with us is enjoyable, they are, Sharon, Ruth, Karen and Louise. You will see on our Notice Board in the main entrance hall a full run down of who is responsible for each area e.g. waiting list, funding etc. Please take time to read the information as it contains important and useful details. Also please read the notices on the front door/Parent Information Board as these are often day to day issues. We do try to keep parents well informed and we can only do this if the parents read all the information available.

ARRIVAL AT PRE-SCHOOL

Due to the layout of our building there is some congestion on arrival in the main entrance hall corridor. To try to alleviate this could we ask all parents and children to move through this area as quickly as possible. Once your child is in the appropriate room, please leave the building as soon as possible as this eases the congestion. May we also ask that you arrive promptly at the start of each session and collect your child on time. If you are late this can be quite distressing for the child and this sometimes makes it hard for them to settle and at the end of each session they can become quite upset if they see all the other children leave before they do.

EMERGENCY RECORDS

In the first week or two all parents/main carers will be asked to fill out an emergency detail form. Please fill the form out even if your details have not changed or you have filled one in quite recently. The forms need to be returned to us as soon as possible. We do this every year to make sure our records are correct. If at any other time your details change please let us know immediately. We need to have up-to-date records in case we need to contact you to collect your child if they become unwell during the session. In addition to this we may need to contact you if we have to close the setting for any reason.



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LUNCH BOXES

For the children who will be at Lunch Club we like to encourage healthy eating in line with Government guidelines for all Educational settings, to comply with this we would like to encourage healthy food in all lunchboxes for example

- whole meal sandwich or pitta bread filled with tuna,
- fruit, raw vegetables, dried fruit
- water

Some of the foods that should not be included are crisps, chocolate, sweets, fizzy drinks etc. From our experience we do find that small amounts are better to start with. It is much better for the child to feel they have eaten all their lunch than to leave a lot of unwanted food. In addition to this please put an ice pack in your child's lunch box to keep the food fresh. Thank you for your continued support in this matter.

ALLERGIES

In case any of the children have food allergies please can we ask that all parents do not put any foods containing nuts in their child's lunch box, this includes peanut butter. Also do not leave any type of foods in your child's coat pockets or bags that hang on their pegs. Thank you for your support.

INFORMATION FROM LOCAL SCHOOLS

We meet regularly with teachers from local schools. A regular topic that is raised at these meetings are concerns about the children that are starting school and have difficulty with toileting, being able to put their coats on and do them up independently, washing their hands and getting themselves dressed and undressed for PE. They said that this is having an impact on the children's learning as the teachers and their assistants are having to spend such a lot of time assisting the children, it is then reducing 'teaching' time. As a setting we have always encouraged independence in these areas and will continue to do so, at age and stage appropriate. Please help your child to be independent at home as much as possible. To encourage independence please encourage your child to walk in and out of Pre-School rather than being carried whenever possible.

If you would like to discuss this further please speak to your Key Person or one of the Managers.

TISSUES AND SNACK DONATION

We would be grateful for any donations of tissues, healthy snacks, such as fruit, dried fruit, raw vegetables, healthy cereal, bread sticks, wholemeal pitta breads and crackers. This gives the children a chance to sample a variety of health foods at snack time. Thank you for your support in this matter.

PARENT/CARER VOLUNTEERS

If you would like to come in and be a helper for a session please speak to a member of staff. You may wish to just come in once during the year or maybe every week it is up to you. If you are a regular volunteer (once a week or more) then you will be asked to undergo a DBS check, this is an easy process just fill out a short form on line and we do the rest. For further information please see Jeanette.



GENERAL INFORMATION

Please park considerately when you are dropping off and collecting your children. It is a very busy time and parking can be a bit difficult. Please do not obstruct a driveway or park opposite the junction. The community police do patrol the area and will issue tickets if they feel it is necessary. You can park on the single yellow line anytime EXCEPT between 1pm and 2pm. For safety reasons under no circumstances is any parent/carer to park in the car park at the front of our building. We have had a number of occasions where a vehicle moving in and out of the car park has almost caused an accident with a children/pedestrian who is entering/exiting the site. Please always park on the road.

Please do not let your child wear necklaces as they can get caught on equipment and can lead to an accident.

WOW Moments

Below you will find a form for you to fill in with a 'Wow' moment that your child has achieved recently. It can be anything that is important to your child such as sleeping all night, pedalling a bike, holding a pen, writing their name etc. Please return the form to us so we can display it and share their achievement with the rest of the group. Thank you.

INTERESTING JOBS OR INTERESTS

Have you got an interesting job? Do you play an instrument, sing, dance, are good at telling stories, artistic or any other skills? Do you know anyone that does? Would you/they be willing to come in and share it with the children? We would love the opportunity for the children to learn as many different things about the world around them as possible so if you can help with this please let us know by either speaking to a member of staff or writing in their Contact Book.

TERM DATES

Please find attached a copy of this year's term dates, please keep this for future reference.

THANK YOU

A big thank you for all the lovely cards and gifts we received at the end of last term.

Finally for lots more information about our setting please visit our website
www.preschoolatstsaviours.co.uk

The Team

September 2016



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TERM DATES 2016/2017

AUTUMN TERM

5 September - 16 December

HALF TERM

24 October - 28 October

SPRING TERM

3 January - 31 March

HALF TERM

13 - 17 February

SUMMER TERM

18 April - 13 July

(Leavers party Friday 14 July)

HALF TERM

29 May - 2 June

Correct at time of print but may be subject to change.

APRIL 2016

PARENT/KEYPERSON MEETING

Child's name.....

I wish to make an appointment to see my child's Keyperson.

Signature.....date.....

Print Name.....



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WOW MOMENT

(Please attach a picture if you wish to)

Child's Name.....

My Wow moment is

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