

 Mobile Telephone Number: 07786175705 (Mrs Lorraine Robinson)

January 2017

Dear Parents/Carers,

Welcome back! A very warm welcome to all the new parents/carers who are joining us this term, I hope you and your children enjoy your time with us. If you need to get hold of pre- school at any time, please remember the mobile phone number is 07786175705.

**Points of information for new parents and a reminder for returning parents:**

* Scooters/ pushchairs: We are happy for you to leave pushchairs or your child’s scooter at pre-school whilst your child is with us, but we ask that you place it right under the fire escape as the pathway is a fire exit route for the 2-year-old room and needs to be kept clear.
* Lunch Club: Lunch club runs Monday, Tuesday, and Thursday. The children that attend really enjoy it and it is a great opportunity for the children to get ready for school or nursery as well as giving you an extra hour to do things at home. The cost is £6.00 per session, if you would like your children to attend please talk to me.
* Washing up Rota: It helps us enormously if parents/ carers could sign up to wash up at the end of each morning, it only takes 20 minutes of your time and leaves staff free to work with your children!
* Gates: As you know, both the gates in the garden lead on to the road therefore please may I ask you to close and place the chain on every time you come in or out, even if you can see your friend just down the road! It is important that you do this for the safety of all the children.
* Leaving us: Should your circumstances change at any time whilst you are with us and you need to leave the pre-school, we ask you to please give us at least half a term of notice in writing otherwise we will charge you for that time. This is due to you accepting a place when it could have been offered to another child.
* Sickness: Parents are asked to keep any child at home who has an infection as well as any child who has been vomiting or had diarrhoea until **forty-eight hours** has elapsed (this is a Health & Safety recommendation).
* Outside Play: Every day the children will have a choice to go out in the garden. Therefore, please could you ensure that they have appropriate clothing for the weather. At present, they need wellies, a warm coat, a hat, and a pair of gloves.

**New Website**

The Preschool has a new website which is now up and running:

 [WWW.URCPRESCHOOL.COM](http://WWW.URCPRESCHOOL.COM)

The website will contain all the relevant letters and information you will need with regards to the Preschool and the PTA. If you sign up with your email address on the site, you will automatically be informed of any upcoming PTA and Church events that may be taking place so you don’t miss out!

(To confirm your subscription please click the link in the confirmation email)

**New Email Address**

Please note that we also have a new email address below. Please use this address from now on if you need to send us any correspondence via email.

manager@urcpreschool.com

**Contact Number**

Just a reminder that at present the everyday contact number for the Preschool has also changed to my mobile 07786175705. Please use this number should you need to contact us for any reason.

**PTA**

**Quiz Night:**

Last time there were a few teams in the hall and we had a fun evening, so please join us again for this event! A light supper of fish and chips will be provided but please bring your own drinks and nibbles.

Day: Saturday 25th February

Place: Church Hall

Time: TBA

**Collecting Children**

As you know the safety of your children is our priority at all times, therefore we have the password system for collection of children, so we ask you to please remember to sign your child out of pre-school after each session. Please remember if you are not collecting your child, then the person collecting him/her will need the current password. We feel that this system (now widely used in pre-schools) will be an extra addition to our usual thorough security measures. If you are unsure about the password system, please notify me.

Please remember to tell either myself or a member of staff if you have a new phone or mobile number.

Please may I remind you to inform us before 09.00 if your child is sick and will not be in pre-school, as we need to keep a record of children who are absent. If a child is continually absent it will be necessary for us to inform Ofsted.

Kind regards

Lorraine Robinson

Deputy Manager