

## Enstone Pre-school Newsletter Winter 2019

**Welcome** - A very big welcome to all our children (old and new) and their families. Hope you all had a relaxing Summer break and are looking forward to the year ahead.

**Term Dates** - Listed below are details of the term dates as known to me August 2019.

Term 1 - Tuesday 3rd September - Friday 25th October

Term 2 - Monday 4th November - Thursday 19th December (1pm finish)

Term 3 - Tuesday 7th January - Friday 14th February

Term 4 - Monday 24th February - Friday 3rd April (1pm finish)

Term 5 - Tuesday 21st April - Friday 22nd May (Closed Friday 8th May '20 re Bank Holiday)

Term 6 - Monday 1st June - Friday 17th July (1pm finish)

N.B. These dates may vary slightly due to additional School Training Days.

**Session Times** - The morning sessions start at 9.00am and finish at 12 noon with Lunch Club extensions available until 1.00pm followed by afternoon sessions until 3pm. Spaces are still available at all of our sessions and lunch clubs so if anyone would like to amend their bookings and/or find out more, please do let me know as soon as possible. If attending lunch clubs, children should bring their own packed lunch. Any perishable foods may be stored in the pre-school fridge. (Please label clearly with your child's name). It may be possible to book additional sessions as and when required - please ask at any time. Normal fees of £4.50 per hour will apply.

**'Stay and Play' Integrated Toddler Group** - These sessions will continue to be available to children aged 18+months, with their carer. Places will need to be 'booked'. If interested, please ask for a meeting with myself to discuss arrangements. Cost £2.50 per session. Sessions start week commencing Monday 9th September 2019.

**Little Wild Things** - Places are still available! If you would like your child to join in the fun of 'Little Wild Things' you can join us on a Wednesday afternoon 1pm - 3pm. Costs = £8.00 per session plus your normal pre-school fees. To enrol and/or for more information please let us know but be quick as spaces are limited!

**Entry/Exit Procedures** - Please remember that during school hours you should not access the pre-school premises via the school playground. Both entry and exit, to and from pre-school, will be via the top 'garden' gate. At the beginning of the session, please wait at the top gate for a member of staff to let you in and take the register. Children will be able to access both indoor and outdoor play and so can either be brought down into the pre-school building or handed over to a member of the outdoor staff. At the end of the session could we please ask you to wait for your child under the outdoor shelter area.

**Bad Weather** - Unless contacted to the contrary we will be open. Should we have to close all reasonable attempts will be made to contact families as soon as possible - usually by text message. It will be the responsibility of Parent/Carers to make their own decisions with regard to their own risk and personal safety.

**Attendance** - If for any reason your child will be absent from any of their booked sessions could we please ask you to notify staff on the number below. This is now a requirement so please make sure you advise us asap. This telephone number should also be used in case of emergencies. Please do not send urgent information by email as this may not be accessed

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immediately and is not always read every day.

**Personal Info.** - Please remember to keep us updated with any changes to your daily contact and/or emergency numbers as well as any changes to your child's medical / dietary needs. If your child has been with us for a while could we please ask you to complete the form and return asap so that we can make sure the current information we hold is accurate. The form will be issued with your Special Day/Key Person slip. Thank you.

**Photographs** - If you haven't already sent in a baby photograph of your child, could we please ask you to do so for our monthly birthday bus.

**Healthy Snack Bowl** - With fewer children on role and fewer 'Special Day Children' each week we would really appreciate additional donations. If you could make a small donation of fresh/dried fruit, vegetables, cheese, philadelphia style cheese spread, savoury biscuits (e.g. rice cakes, water biscuits, cream crackers), bread sticks, hummus (dips), and/or fruit juice etc. each week we would be very grateful. If you're not sure what to bring, please ask the staff for details. In line with our 'Food Policy' could we please ask you not to donate foods containing high levels of sugar, salt or fats and please do not include products containing nuts or nut products in case of nut allergy. Thank you.

**Special day/Show and Tell** - This has been extremely successful and we are keen to continue with the 'Special Day Boxes' however sometimes the boxes can be a bit overloaded with lots and lots of very small items, each one of which the children wish to show their friends. This can take quite a time, and with a young pre-school group, children can get very fidgety waiting for all the items from the box to be shown round. Therefore, on your child's special day could we please ask you to help them choose a maximum of three 'special' items to go into their special day box. We are also thinking of introducing a 'Special Day Box' theme so maybe we could start off with items relating to things the children did over the summer holidays.....? Full instructions will be included in the 'All About Me' boxes.

Special Day/Show and Tell dates this term are....

TO BE CONFIRMED

**Staffing/Key Person List** - This term sessions will be covered as follows....

Diane Wearing, Supervisor = Wednesday - morning Thursday and Friday - all day

Clare Loose, Deputy Supervisor = Monday, Tuesday, Wednesday - all day

Georgia Townsend = Monday morning, Wednesday and Thursday - all day

Amy Townsend = Monday, Tuesday and Friday - all day Wednesday - morning

At Enstone Pre-school, the personal and developmental records of each child are kept, monitored and updated, by one member of staff (Key Person). The key person's role is to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. Using information gained through both Pre-school observations and by liaising and 'profile sharing' with Parents/Carers through our electronic 'LearningBook' individual child in our care through our curriculum and sessional planning, and

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by caring and responding sensitively to each child's feelings, ideas and behaviour. All the staff at Enstone Pre-school work closely together and meet regularly and you are always welcome to talk to any of them about any aspect of our pre-school facilities. However, if you are particularly worried or concerned, or have personal information that you wish to share about your child, you should speak directly with your 'Key Person'. This way we can make sure that each child is being cared for appropriately for each family. Due to Jane's retirement and changes to both staff working hours and children's bookings we have had to make some key person changes and in some cases we are introducing a key person 'buddy' who will take on the key person roles when your child's main key person is not available. I am therefore pleased to advise you that as from this term your key person will be..... and your key person 'buddy' is.....

### TO BE CONFIRMED

**Lunch Boxes** - Please help us encourage healthy eating by providing your child with a 'healthy' lunch box. Perhaps we could suggest that you include at least one piece of fruit +/- or veg. in your child's selection and try not to include foods high in salt, fat, sugar and definitely NO NUT Products. Please ensure lunch boxes also contain ice blocks to keep your child's lunch cool during hot weather.

**Clothing** - Outdoor play is now available all through the year, so could I please remind you to make sure you send your child/ren with appropriate clothing for outdoor (and indoor) play. Outdoor clothing should be warm and waterproof and all clothes should be old, or at least ones which you don't mind coming home with mud, glue, paint etc. on!! Our pre-school t-shirts and sweatshirts are a good idea. If Interested, please ask for an order form. We also have a very small stock of second hand t-shirts and sweatshirts that can be purchased cheaply if you prefer. Unfortunately, we only have a small selection of spare clothes left so could we please ask that you ensure that your child has a small bag of spare clothes on their coat peg for emergency use, together with spare nappies, wipes etc if applicable. Also, could we please ask you to check through your child's clothes and return any previously borrowed items.

Thank you

**Photographs/LearningBook Records**- Please do remember to log-on to your child's LearningBook Journal and add on your extra comments and photo's etc. End of Summer Term Summary reports are now live and can be found on/in your child's online learning journal. If you struggle to remember your log-in details and/or password please do speak to your key person who can remind you. It is also now possible for you to choose your own passwords via the Parent Portal or App. LearningBook has recently released their new IOS App. This can be found in the App Store by searching for "LearningBook" or by scanning a QR code which is available from either myself or Clare.

**Suggestion Box** - Please remember you can contribute ideas at any time by talking to staff, committee members and/or completing one of our suggestion slips and posting into the 'suggestion box'.

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**Pre-school News** - Please remember to check out our 'Enstone Preschool' Facebook page each week. This will help you keep up to date with sessional/staff news.

**Facebook** - We now have three Facebook pages. The 'Enstone Pre-school' page has general advertising of events, messages to parents and details of our topics and sessional planning. The 'Parents of Enstone Pre-school' page, which is for parents of children attending our setting and the 'Enstone Pre-school Events' page which is used to detail fundraising events for our pre-school and is linked to the 'Parents of Enstone Pre-school' page. Please do look these out and if you want to find out more please speak to either Clare or Emma Crockford.

**Have you seen the booklet "What to expect, when?"** This is an extremely useful and informative document and I would highly recommend having a look at it. It can be accessed at [https://www.foundationyears.org.uk/files/2015/03/4Children\\_ParentsGuide\\_2015\\_WEB.pdf](https://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf) Another interesting site can be found at [www.lovemybooks.co.uk](http://www.lovemybooks.co.uk) This is a free website for parents of young children packed with practical ideas and resources for creative story play linked to carefully selected picture books. Well worth a look.

<https://www.portage.org.uk/support/resources/parent-list/317> is another really useful site with 'top tip' links to support your child's development in a variety of learning areas.

I have also put together a 'Parent's Guide' folder full of really useful articles from Nursery World Magazine which is on display on our small table book rack. You are very welcome to have a look through it and if there are any articles that you are particularly interested in we can always run off a copy.

**School Admissions** - If your child was born between 1<sup>st</sup> Sept. '15 and 31<sup>st</sup> August '16 then it will soon be time to apply for a primary school place. Do check out the information at [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions) and make sure you apply before the deadline which is usually around the middle of January.

**30 hours / Tax free childcare** - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) is the website to go to if you want to find out more about either 30 hour funding and/or tax free childcare. We are now registered as one of the 'tax-free childcare providers' so if you pay fees and your employer doesn't have a childcare voucher scheme you might be interested in setting up a tax-free childcare account. To be eligible (both) parents must be in work to qualify and must earn a minimum of the equivalent of 16 hours a week at the national minimum wage and less than £100,000 a year ( the same as for the 30 hours entitlement). Self-Employed parents with a variable income must show their three-monthly average earnings. If you do qualify, for every 80p you pay in, the government will add 20p - giving, effectively, basic-rate tax back on what is paid.

**Fees** - If you have a two or three/four year old and are in receipt of certain benefits your child may be entitled to 15 hours of free education or additional funding from Early Years Pupil Premium. For more information please check out the Oxfordshire County Council website and make sure you complete the applicable box on your Parent Declaration Funding Form. (to be issued separately - please see information below). Please note that as from 1st September 2019 our fees will continue to be £4.50 per hour.

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**Parent Declaration Form - Early Education Funding for 2,3 and 4 year olds** - This form will be issued separately to applicable children/families. Please ensure you complete and return the form to me as soon as possible please. (Many of you would have received this form at the end of July with your booking confirmation). If you have any problems completing the form, or are at all confused and would like some support, please do come and see me. Also, if this is your child's first claim, we will need to see proof of eligibility such as a birth certificate or passport.

**Safeguarding Children** - Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. We have a legal obligation to report any concerns we may have to the appropriate authority. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. If you have any safeguarding concerns about a child you should contact the NSPCC. Information can be found on their website at <https://www.nspcc.org.uk/what-you-can-do/report-abuse/> We have a variety of policies and procedures in place to help protect children and ensure that our pre-school runs smoothly. If you would like any further information, or would like to view our Preschool Prospectus and/or our 'Safeguarding and Welfare' Policies and Procedures, they can be found in our Policy and Procedure Folder at pre-school and are also being uploaded onto our website.

**Creams/Medications** - These MUST NOT be left in your child's bag. Any creams and/or medication must always be handed to a member of staff. Staff can only apply creams and/or administer medication with your authority so if you would like staff to do this you will need to complete and sign an authority slip. It is very important that on sunny days, you apply sun cream to your child prior to the start of the day. Staff are willing to assist your child with reapplying sunscreen after lunch if needed but again you will need to sign an authority slip and provide your own, very clearly labeled, sun cream.

**Existing Injuries** - If your child has any existing injuries these should be advised to staff upon arrival and details recorded in writing.

Diane Wearing. Supervisor/Newsletter Co-ordinator

Please find below all the information regarding the Sustainability Fee due to start September 2019. Thank you if you have already prepared a donation. For those that haven't please don't delay and contact staff or committee members with any questions. This is a vital initiative to keep Enstone Preschool running and we need your support.

We hope you have enjoyed the summer holidays and we look forward to seeing you at the start of term

Regards

Preschool Committee

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## Sustainability Fee

### Did you know?...

- Enstone Pre-school is charity run and the committee are essential volunteers
- The pre-school rely on fundraising to cover day to day running costs
- Government funded places are paid significantly below the actual running cost
- Other local child care providers charge in the region of £5.00 per hour

### We believe.....

The running costs should be covered without fundraising as this is too unreliable to provide long term financial security.

Fundraising should secure;

- New equipment
- Activities including day trips etc
- Additional Staff training
- A future new building as our portakabin has a restricted lifespan

### How do we make this happen?.....

Every child donates a monthly sustainability fee. This can be paid for by parents/carers, friends, relatives or a work place. We will support you in finding a sponsor with a presentation letter or email.

1. Refer to the chart below to establish the suggested donation relating to your child.

Number of hours your child attends per week	0-15	16-30
Suggested Monthly Donation (x12)	£10.00	£20.00

2a. Set up a monthly Standing Order for Enstone Preschool starting on a day to suit you.  
(This is our preferred method if possible)

Sort Code – **09-01-52**  
Account no.- **16703700**  
Reference – S/F

2b. Set you self a reminder to take a cash donation to a member of staff once a month on a day to suit you.

3. Let the Standing Order remain and update the donation if your child's hours change.  
**Note donations can be increased and decreased at anytime.**

Please compare the cost with a treat you may normally have such as coffee, magazine or takeaway.

We have not taken this decision lightly and want this to be affordable for all our families. Please be aware that this still keeps our hourly rate cheaper than our local competitors. We hope that you will all support this initiative in order to guarantee the survival of our essential Village Preschool. Please speak to a member of staff or committee member if you would like any further information.

### In addition we actively encourage

- Your child to maximise their government funded hours
- Utilise the facility of booking temporary/short notice additional hours (fee paying only)

*Please support Enstone Pre school and keep the future bright*



A Registered Charity No. 1027774

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