

Enstone Pre-school Newsletter Winter 2018

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 2018.

Term 1 - Thursday 6th September - Friday 19th October

Term 2 - Monday 29th October - Friday 21st December (1pm finish)

Term 3 - Wednesday 9th January - Friday 15th February

Term 4 - Monday 25th February - Friday 5th April (1pm finish)

Term 5 - Wednesday 24th April - Friday 24th May (Closed Monday 6th May '19 re Bank Holiday)

Term 6 - Monday 3rd June - Wednesday 24th 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 available at almost 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 £4.25 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.

Little Wild Things - 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 there is only one space remaining!

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 immediately and is not always read every day.

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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 attached form and return asap so that we can make sure the current information we hold is accurate. 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.

Special day/Show and Tell - We have been extremely grateful for all your snack bowl donations and would like to thank everyone who has contributed so far. This term we have decided to amalgamate the children's 'Special Day' and 'Show and Tell Day' with a snack bowl donation calendar. Following a review we would like to ask you/your child to donate/bring something in for our healthy snack bowl during their 'Special Day/Show and Tell' week this will help ensure a steady supply of donations each week (although if you are able to donate extra items during the term they will always be very welcome). We also plan to make snack time preparations part of your child's special day daily activities where she/he can help prepare the snacks they've brought in as well as help serve the snacks to their pre-school friends. (see donation ideas below). Don't forget, your child is also welcome to bring something in on their special day that they would like to show the rest of the group at carpet time. To encourage this, we will be introducing an 'All About Me' Special Day Box which will be sent home prior to your child's special day so that they can choose a few items that are important and 'special' to them to put in the box and bring in on their special day. Full instructions will be included in the 'All About Me' boxes.

Your child's 'Snack Bowl' Donations week / Special Day and Show and Tell dates are....

Week Commencing /

Week Commencing /

Healthy Snack Bowl - Donations of fresh/dried fruit, vegetables, cheese, philadelphia style cheese spread, savoury biscuits (e.g. rice cakes, water biscuits, cream crackers), bread sticks, hummus (dips), fruit juice etc will be gratefully received at any time throughout the term as well as during your child's Special Day/Show and Tell Week. 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.

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.

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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. Although we do have a small selection of spare clothes it might be a good idea for children to have a 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 as we are running a bit low. We are also looking for a sleeved top with a unicorn design on the front. If you should find this at home could you please return it asap as we have a rather sad little girl who would love to have it back. Thank you.

Staffing/Key Person List -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' system and other providers that the child attends, we can ensure that we meet the needs of each individual child in our care through our curriculum and sessional planning, and 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 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 your main key person roles when they are 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.....

If you prefer to speak with a senior staff member, Clare will be now be working Monday, Tuesday and Wednesday while I will be working on Wednesday, Thursday, Friday and alternate Tuesdays. Also, due to additional working hours at the ACE Centre, Lana sadly won't be rejoining us this term. I know we are going to miss her but wish her well in her new role.

Photographs/LearningBook Records- Whilst staff take every care to only photograph your child for their individual records and LearningBook Journals there may be occasions when your child may appear in the background of another child's photo/video. A revised authority slip has been drafted and is included with this newsletter. Please could you complete and return asap and please do remember to log-on to your child's LearningBook Journal and add on your extra comments and photo's etc.

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Themes and Topics / Special Days - This year we plan to tap into a variety of topics connected to the children's ideas and interests, together with a range of seasonal activities and celebrations/festivals from around the world. As a rough guide we are planning the following themes and topics.....

W/Comm 6th / 10th /17th September - Welcome Back/Settling In Our Holidays

All About Us

Feelings and Emotions Rules - Thinking of others

Songs - If you're happy and you know it Tommy Thumb

W/Comm 24th September / 1st October - Fairy Tales / Kings and Queens / Prince and Princesses / Knights / Castles etc.

Songs - Pussy Cat, Pussy Cat, Where have you been?

London Bridge is Falling Down There was a Princess long ago.....

W/Comm 8th / 15th October - Dinosaurs Songs - Assorted re dinosaurs

W/Comm 29th October - Halloween Witches / Magic Spells

W/Comm 5th November - Bonfire Night / Fireworks Rockets and Space

W/Comm 12th / 19th / 26th November - Bears

W/Comm 3rd / 10th / 17th December - Christmas

Please check out our 'Enstone Preschool' Facebook page each week for further details. If you have any ideas, objects, resources etc. relating to any of our themes we would be very grateful to borrow them.

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'.

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 <http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide/>

Another interesting site can be found at www.loveyourbooks.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.

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School Admissions - If your child was born between 1st Sept. '14 and 31st August '15 then it will soon be time to apply for a primary school place. Do check out the information at 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 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 2018 our fees have risen to £4.25 per hour.

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. This is a new style form so if you have any problems completing it, 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.

Diane Wearing. Supervisor/Newsletter Co-ordinator

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Child's Name _____

Address _____

_____ Post Code _____

Home Telephone Number _____

Mobile Number(s) _____

Name, Address and Telephone Number of Doctor _____

Medical Information _____

Names and contact details of people authorised to collect my child/ren from pre-school

If I/we are unavailable please contact _____

_____ in an emergency

I am happy to have general newsletters, information sheets, letters about outings, fundraising, committee news etc. sent to me via e-mail. Here is my preferred email address

Signed _____