

NEWSLETTER, SEPTEMBER 2016

Welcome to Holy Trinity Pre-school

ARRIVAL AND COLLECTION

Pre-school begins at 9.00 a.m. and finishes at 12 noon. We open the outer doors at 9.00 and invite you and your child to collect their name badge from the board within the entrance lobby. Children can then select their own peg and attach the badge above it and hang up any belongings. Please do not worry if for the first few times your child prefers not to collect their name. In order to minimise disruption to both children and staff, we do ask you to arrive by 9.15 when the outer door will be locked. We re-open the doors at 12 noon when children are collected from the story corner where they will be supervised by staff. In order to safeguard all children, please do not allow your child to ride a scooter in the hall or to run around during the arrival/departure times.

Several of our staff have other jobs/commitments after pre-school, so please collect your child promptly. There is an additional charge for late collection.

WHITE BOARD/WEBSITE

These give regular updates, information, news etc. We encourage you to take a look each week.

WHAT TO WEAR

Children will be given the opportunity to paint and take part in lots of messy play. They will sometimes get paint etc. on themselves. We encourage children to wear aprons but cannot enforce this, it is therefore advisable to send them in clothes that are not new. We have some large physical play equipment and wellington/other boots are not suitable or safe to wear. Please provide a pair of shoes for your child to change into. We do play outside, depending on the weather please provide a coat or sun hat and apply sun cream as our policy is that staff do not apply cream

SNACK TIME

Children are provided with a choice of fruit, milk or water.

PARENT HELPERS

We encourage parents to help in sessions but it is advisable to allow your child to settle for at least half a term before doing so. A rota will be on the white board. Unfortunately, Ofsted regulations mean we are unable to have younger siblings in the group, except when you are settling your child.

MOBILE PHONES

Under safeguarding guidelines the use of mobile phones is not allowed in pre-school. Staff, parents/carers and visitors are not permitted to use mobiles on our premises during pre-school hours unless absolutely necessary. Parents/carers staying during a session will be advised of the group's policy/ procedure to follow if the use of a mobile phone is required and where the phone must be stored.

TERM DATES

Wed 7th September – Fri 16th December

Thur 5th January – Fri 31 March

Tues 18th April – Wed 19th July

HALF TERM

24 – 28th October

13 – 17 February

29th May – 2nd June

We hope your child will be very happy with us and have lots of fun. If you have any concerns or questions please do not hesitate to ask and we will do our very best to help.