

Newsletter

End of Year 2011



Registered Charity No. 1027293

The Staff Team

Manager/ Child Protection and Safeguarding - Heather Clarke

Deputy Manager/Health and Safety Officer – Rita Attwell

Supervisor – Wendy Lewis

Supervisor/SENCO – Lesley Newcombe

Assistants – Caraline Moore, Sarah Guile, Maria Wilson, Lisa Taylor, Sarah Naylor, Karen Ward, Judith Michell and Lisa Sims.

Bank Staff – Kirsten Turner, Theresa Parsons

Trustees of Southwater Village Hall Pre-School

Thank you to all parents who attended the AGM held on 10th November 2011. Thanks were given to Kate Hall who stepped down as chair person after three years service. Kate was elected as a committee member. We welcome Carol Fossick our new chair person James Waters who takes over as treasurer and new committee members Claire Copleston and Clare Gibby. Please support them in their role. Without a committee this pre-school would close. Thank you to each and every one of them for volunteering to take on this role.

Chair Person– Carol Fossick Telephone: 730941

Treasurer – James Waters Telephone: 734962

Secretary – Caroline Ball Telephone: 730668

Committee Members:

Kate Hall

Owen Marsh

Claire Copleston

Clare Gibby

Emma Buckland to be co-opted on to the committee at meeting to be held on 8th December

A word from the chair person

Hello,

Many thanks to all who attended November's AGM and to the parents who volunteered their time and enthusiasm to the preschool committee. Together we will assist Heather Clarke and ensure that our preschool runs smoothly and provides good service to all who use it.

As you know, Southwater Village Hall preschool is the only not-for-profit preschool in the village (there is no company dictating what the staff can do or taking money for shareholders/directors). So the preschool committee, and staff, can ensure that everything is run truly for the benefit of the children here.

And it is a great pleasure that I say "CONGRATULATIONS" to all our staff and children: our preschool was recognised as **OUTSTANDING** by OFSTED. Only 10% of preschools will ever reach this standard and so it is something of which we should be rightly very VERY proud. The Ofsted inspectors never give warning that they are coming... so rain, shine, early or late, the staff have to be ready to welcome them and answer their questions.

To best achieve what the staff, children and parents want from our preschool we want to raise extra funds. Becky Bull has done a marvellous job creating and running various fund raising events this term (sponsored Autumn Collection and bags 2school for example). This has really assisted the staff and preschool allowing us to buy new equipment for your children and to cover the costs of the Christmas party.

It would be fabulous if in the new year there were some other parents who could help Becky. With more volunteers we are bound to do more, and raise more. Could this be your New Year's resolution?

As the new chair of the preschool committee I look forward to working with all the parents/carers and staff here at Southwater Village Hall Preschool to ensure that we remain truly 'outstanding'.

Best Wishes for the New Year and I hope to meet more of you at future committee meetings and events.

Carol Fossick



Temporary Closure due to THE Adverse Weather Conditions

Please find attached letter regarding closure due to weather conditions. Please return slip at bottom of letter in January if you would like to receive notification of closure via e-mail. Please make sure that you write your e-mail address very clearly.



The Nativity

Unfortunately the Nativity has been postponed due to the works being carried out in the church. It will now take place on Monday 23rd January.

Christmas Party

All children are invited to the Christmas Party on Friday 16th December. Children should arrive at 10.15am and collection will be from 12.00 noon. Children will be collected by date of birth order with the youngest being collected first.

COLLECTION TIMES

<u>Date of Birth</u>	<u>Collection Time</u>
December 2008 – August 2009	12.00 noon
July 2008 – November 2008	12.15pm
January 2008 – June 2008	12.30pm
June 2007 – December 2007	12.45pm

Can you please bring your donations for party food with you and these will be collected from you after you have dropped your child off? Any containers that you would like returned must be named.

Fees

Fees invoices are now being sent out for the Spring Term. Please check that the number of sessions on your invoice is correct. Fees should be sent in a sealed envelope with your child's name clearly marked on the front. Please also write 'fees' on front of the envelope. All fees are due in by the end of week 2 of the Spring Term. We also accept childcare vouchers and fees can also be paid directly into our bank account using online banking. If you wish to pay by this method then you need to contact Lisa Taylor who will advise you on what to do. **Do not send in fees for the attention of Heather Clarke, as she does not deal with fees.**

Haven Fun and Fitness Sports Equipment Giveaway

Please help us to get some free sports equipment. Log on to www.havenfunfitness.com to register your support you will need to put in our name Southwater Village Hall Preschool and our postcode RH13 9BT. You will then receive an e-mail to confirm your support. To get free equipment 70% of our parents need to register support. Please note that you will not be contacted by Haven unless you request further information.

HEALTH AND SAFETY - reminders

Sickness

A child who is obviously unwell should not attend pre-school, especially if they have experienced sickness or diarrhoea. Please allow **48 hours** for recovery before returning to pre-school. After an infectious illness a child should be excluded for the required time as stated in the West Sussex guidelines on Infectious Diseases document. A copy is displayed on the notice board. Please let the supervisor know when your child is off sick.

PARKING

Inconsiderate parking outside of pre-school could be putting lives in danger. The safety of all children must be paramount at all times. **DO NOT** park on either side of the road along the entrance to pre-school. This must be kept clear at all times so that there is a clear view to cross the road. Please use the overflow car park opposite the cricket club. It may take a few extra minutes to secure siblings in buggies and then to walk down the road, but you do not want to be responsible for a serious accident to a child.

The Allotments

Please do not allow your children to run down the side of the hall to the allotments. There are water butts and baths full of water and other hidden dangers in there.

Collection and Contact Details

We must be informed of all alternative, permanent collection arrangements in writing and to meet the person collecting before hand. Ad-hoc changes to collection must be notified to the supervisor or the member of staff greeting at the door and this will be recorded in the register. If you fail to notify us we cannot allow your child to leave with anyone else. If your child is not collected after 30 minutes, Social Services may be notified. Please telephone us to keep us informed of any last minute changes or delays. In this situation passwords will be used. When arriving and departing the pre-school hall, please make sure that you make your child's presence known to the member of staff marking off the door register. Please do not rush in and out in large groups. When collecting your child please make your way **right over** to the mat where the children are waiting. Do not encourage them to run to you. This can lead to accidents. It is also important we are able to contact you or a nominated person from your registration form if necessary during the session. Please ensure all phone numbers and relevant details are kept up to date by informing your child's key person. Please make sure that your mobile is switched on when your child is at pre-school.



Dogs

Thank you for following our procedures for dogs at pre-school. For any new parents please note that no dog can be left unattended outside of pre-school. All dogs are banned from both inside and outside including the whole of the pre-school parking area. If you must bring your dog they must be muzzled and tied to the fence by the bench along the cricket field.

The Autumn Collection

Thank you to every one who has supported The Autumn Collection. You have raised over £443. Well done to the three prize winners, Joshua Wheeler-Mallinson, Daniel Peskett and Lauren Tillier.

Clothing



Please hang all coats and bags on a peg. Please **do not** leave them on the stage. If your child wears wellies to pre-school they must have a pair of shoes/plimsolls to change into. They cannot wear wellies or boots of any description in session. **All coats, hats, and scarves must be named otherwise we will be very late finishing the end of sessions. Please name bags on the outside so that they can be identified by staff quickly.** Pre-school will not be responsible for clothes that go missing that have not been named.

If your child is attending a plus session then their coats and bags must be left on the table in the corridor where parents exit the plus group. These must also all be named.

School Uniform

We currently have all uniform back in stock. Pre-school t-shirts are £4.95 and sweatshirts are £8.95.



We Need You!

Calling on Mums, Dads, and Grandparents. Do you have 30 minutes to spare each week? If so, we would very much appreciate some help with the washing up after snack time. Ideally it would be at around 11.45am during the morning sessions and around 3.30pm for the afternoon sessions. This will enable the staff to be with the children. Please speak to a member of staff for more details.

Staff rota update

Attached is an updated list of all the sessions staff work. If you would like to speak to your child's key person you will be able to see which sessions they work. When did you last see your child's learning journal? If your child only started in September you may not have seen it at all yet. We would like to share these journals with you. Please request to see your child's in the New Year. The termly '**All about Me Update**' is also attached. Please complete and return in the new year. This information is vital in assisting key persons planning activities for your child and moving them on.

Also attached is a form for you to complete to make sure that all the information we hold is still current. This **must** be completed and returned. Thank You

TERM DATES



Spring Term 2012

Tuesday 3rd January – Friday 30th March
(half term 13th – 17th February)



Summer Term 2012

Monday 16th April – Friday 20th July (These are provisional dates)
(half term 6th – 8th June)



Autumn Term 2012

Tuesday 4th September – Friday 14th December (These are provisional dates)
(half term 29th October – 2nd November)

*Wishing you all a very Merry Christmas
And a prosperous New Year*

Heather Clarke

Pre-School Manager

On Behalf of the staff and Committee