

# Newsletter

## November 2009



Registered Charity No. 1027293

### **The Staff Team**

Heather Clarke - Manager/ Child Protection and Safeguarding Officer

Rita Attwell - Deputy Manager/Health and Safety Officer

Wendy Lewis - Supervisor / deputy Child Protection and Safeguarding Officer

Lesley Newcombe - SENCO/Assistant

Caraline Moore - Assistant

Sarah Guile – Assistant

Maria Woods – Assistant

Sarah Naylor – Assistant

Lisa Taylor – Assistant / Admin assistant

Alison Denton-Brown – Assistant

Judith Michell – Assistant

Vicki Whiting – Assistant

Karen Ward – Assistant

Kirsten Turner – Bank Staff

Teresa Parsons – Bank Staff

Penny Woolford – Bank Staff

Congratulations to Caraline Moore and Lesley Newcombe for passing their NVQ 3 Children's Care, Learning and Development

### **Committee of Southwater Village Hall Pre-School**

Chairman – Kate Hall Telephone: 734939

Treasurer – Sarah Ediss Telephone: 731668

Secretary – Lesley Smith Telephone: 732164

Committee members: Heidi Guy and Clare Harrison

### **A.G.M and 'Open Evening**

The A.G.M will held here at Preschool on Thursday 19<sup>th</sup> November at 7.45pm. It is very important that parents do attend the A.G.M because if numbers are insufficient, pre-school will close and a new meeting will be convened. Key persons will be available for an informal meeting after the A.G.M. This is an ideal time to find out how your child is settling into pre-school/plus. Please make sure that you return you're A.G.M reply slip before Friday 13<sup>th</sup> November. If you have any questions to put to the chair person please put them in writing and send into pre-school. Thank You

### **Fund Raising Team**

The fund raising team have already been working hard and putting ideas together to raise funds. Firstly the money tree which parents are fully supporting, and soon to follow a pre-school t-towel. All the children drew a picture to go on the t-towel along with their name and pre-school logo. These t-towels will be sold @ £3.50 and will make super presents for grandparents. Or if like me (my children made one many moons ago) you will keep the t-towel and never use it. As soon as they arrive, one will be displayed at pre-school and then you will be able to purchase them.

### **Clothing**

**Please ensure that all coats, hats, gloves, bags etc are labelled with your child's name. All children need a coat at preschool so that we can go out in the play area and for walks. When the weather becomes cold and wet your children will probably wear boots/wellies to preschool. Please make sure that they change into soft shoes or plimsolls. No boots of any kind or wellies are to be worn in session. If you are unsure what is permitted please speak to a member of staff.**

**May we also remind parents with children in the plus groups that all clothes including plimsolls need to be labelled as clothing will get lost! P.E kits must be in a separate bag to the bag that you may send a change of clothes in. Nothing must be sent in plastic bags.**

**Thank You**

## School Uniform

Uniform is on sale now. T-shirts £4 and sweatshirts £8.50.

## Parent Helpers – Where are you?

You are always very welcome at preschool but please make sure your child is settled and confident within preschool before you come into help. Why not sign up soon?

## HEALTH AND SAFETY

### 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. If your child has chicken pox you must let us know immediately as we have a child who could become quite ill if they get chicken pox. Thank You

### 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 in there.

### The Play Area

- The play area is not accessible by parents during session times. Please use the main entrance. Dogs are not permitted within the play area and please do not leave buggies or ride on toys in this area.

### 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.
- All preschool plus children must be collected from the front and not via the playground with immediate effect as this area will often be set up for play sessions..

### Colour Photographer

- Your orders have gone off and as soon as they arrive they will be sent home to you. They will be here in time for Christmas.

### Snacks

Thank you to everyone who has remembered to bring in fruit. Please remember all children need to bring in a piece of fruit, carrot, cucumber or breadsticks etc for snack time.

## **Term Dates**

### **Autumn Term 2008**

Monday 7<sup>th</sup> September – Friday 11<sup>th</sup> December  
(Half term 26<sup>th</sup> -30<sup>th</sup> October)  
Christmas Party December 14<sup>th</sup>

### SPRING TERM 2009

4<sup>th</sup> January – 1<sup>st</sup>April (half term 15<sup>th</sup> – 19<sup>th</sup> February)

## **Themes**

(Transport, On the Move)

Week Beginning:

2<sup>nd</sup> November – Construction Vehicles

9<sup>th</sup> November – Emergency Vehicles

16<sup>th</sup> November – Cars

23<sup>rd</sup> November – Aeroplanes

30<sup>th</sup> November – Boats

7<sup>th</sup> December – Trains

## **The Christmas Party – Monday 14<sup>th</sup> December**

The Pre-School committee are busy organising the 'Christmas Party'. All children will be invited. This year parents will be asked for a small donation towards the party food. Two weeks before the party a list will go up outside for all parents to sign. If your child has any food allergies that you have not made us aware of then you must do so immediately.

## **E-mail**

[Administrator@southwaterpreschool.org](mailto:Administrator@southwaterpreschool.org)

## **Web site address**

[www.southwaterpreschool.org](http://www.southwaterpreschool.org)

**Heather Clarke**

**Pre-School Manager**

On Behalf of the staff and Committee

Telephone: (01403) 733 954 (during session times)