

Newsletter

October 2008



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

SENCO/Assistant – Lesley Newcombe

Assistants – Julie Palmer, Julia Williams, Caraline Moore, Sarah Guile, Alison Denton- Brown, Lisa Taylor, Sarah Naylor, Maria Woods, Judith Michell and Vicki Whiting.

Bank Staff – Penny Woolford, Nicky Pratt and Tracy Cunnington

Trustees of Southwater Village Hall Pre-School

Chairman – Paul Bubb Telephone: 734979

Treasurer – Eddie Adams Telephone: 731168

Secretary – Ross McLean Telephone: 732015

A.G.M

There are still too many A.G.M. forms not returned. The AGM and parents evening will be held at the village hall on **Thursday 6th November at 8pm**. It is very important that parents do attend the AGM because **if numbers are insufficient, pre-school will close** and a new meeting will be convened.

Fund Raising – Halloween Party

Tickets are still available. Please see staff for your tickets today.

Clothing

Please make sure that your child always has a coat at preschool so that children can be taken outside for walks.

School Uniform

Stocks of uniform are now low. If you would like a sweatshirt for the winter, please see staff before stock has gone. Further supplies will be ordered if necessary in the Spring Term

Parent Helpers

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? Just speak to a member of staff.

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 in there.

The Play Area

- Unfortunately the play area is still unresolved and in the hands of our solicitors. In the mean time parents are responsible for their children when waiting in this area.

Collection and Contact Details - Reminder

- 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 notified in the register. **Do not put for the attention of Heather Clarke, but for the attention of the supervisor.** 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 the key worker. Please make sure that your mobile is switched on when your child is at pre-school.

Term Dates

Autumn Term 2008

Monday 8th September – Friday 12th December
(Half term 27th -31st October)

Christmas Party December 15th- details to follow in November

Pre-School Plus Nativity Play – Friday 12th December @ 1.45pm – details after half term

SPRING TERM 2009

5th January – 3rd April (half term 16th – 20th February)

Themes

(Animal Kingdom)

Week Beginning:

3rd November – Farm Animals

10th November – Animals you may see at the Zoo

17th November – Woodland Animals

24th November – Our Pets (arrangements can be made for your pets to visit)

1st December – Dinosaurs

8th December - Reindeer

Fees

Fees should always be in a sealed envelope with your child's name clearly marked on the front.

Please also write 'fees' on front of the envelope. **Do not send in fees for the attention of Heather Clarke, as she does not deal with fees.**

E-mail

southwaterpreschool@hotmail.co.

Web site address

www.southwaterpreschool.org

For Sale

Two very old adorable dolls prams (not toys) suitable for doll/teddy collectors. £75 and £60 each. Very reluctant sale, but space is needed for retired greyhound. Please see Heather if you are interested.

Pre-School chairs – ideal for use in the garden – 50p each – see a member of staff.

Heather Clarke

Pre-School Manager

On Behalf of the staff and Committee Telephone: (01403) 733 954 (during session times)