

Newsletter

September 2008



Registered Charity No. 1027293

Welcome

A very warm welcome to all parents and children to the start of another exciting, busy full of fun new preschool year. At the end of the Summer term we bid an emotional good-bye to all leaver's who gave their parents a superb show of song and dance. We wish them every happiness at 'Big school'.

The Staff Team

We welcome 2 new very enthusiastic members of staff, Judith Michell and Vicki Whiting. Tracy Cunnington who has been a very valuable parent helper is also welcome to the staff team as a member of the bank staff.

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

I am very pleased to report that we have 3 parents to stand as Chairperson, Secretary and Treasurer when the new committee takes over in November. If you would like to be part of the committee please let Heather Clarke know as soon as possible. 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 Team

We are looking for new parents to join the fund raising team. This team plays a vital role in raising funds for new equipment and resources so that our fees can be kept as low as possible. Please let Heather Clarke know as soon as possible if you can help with fund raising.

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 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 has sold very quickly. We are low on age 3-4 and 5-6 T-shirts. However if you would like to buy them now please ask staff and new supplies will be ordered in necessary. Storage space is very limited so we cannot order huge supplies at any one time.

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

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

- 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. 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.

Colour Photographer

Paul Millen our popular colour photographer will be here on Monday 6th October. If your child does not attend sessions on a Monday you can make an appointment.

Snacks

Thank you to everyone for remembering to bring in fruit. We have gone from having not enough fruit to now having too much. So if your child attends 1 or 2 sessions a week please send in fruit once a week. If your child attends 3 or 4 sessions a week please send in fruit twice, and if your child attends 5 sessions please send in fruit three times a week. Thank You

Term Dates

Autumn Term 2008

Monday 8th September – Friday 12th December

(Half term 27th -31st October)

Christmas Party December 15th

SPRING TERM 2009

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

Themes

(Once Upon A Time)

Week Beginning:

29th September – Nursery Rhymes

6th October – Favourite Stories

13th October – Fairies, Elves and Pixies

20th October – Autumn

Fees

If you have not paid anything towards your fees they are now overdue and if not paid by Friday 26th September you do risk losing your child's place. Please note that when sending in fees please make sure your child's name is clearly marked on the envelope which should also be marked FEES. **Do not send in fees for the attention of Heather Clarke.**

E-mail

southwaterpreschool@hotmail.co.

Web site address

www.southwaterpreschool.org

For Sale

Remember for 50p you can advertise your unwanted items here. Just send in you're for sale item clearly written on a postcard with 50p. It will appear in next month's newsletter and be displayed on parents' notice board. This fee will help with the costs of producing these newsletters.

Heather Clarke

Pre-School Manager

On Behalf of the staff and Committee

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