



The Saplings Pre-School

Sunday, 24 November 2019

Saplings/2019-2020/50

Name:

Keyworker:

September 2019 Newsletter

Welcome



I trust you have all had a wonderful and safe summer and welcome you all back to the start of the Autumn Term.

Parking: Please do not park in front of the emergency exit gate and please be considerate when parking near to the school. There are sufficient spaces at the parade of shops so please use these whenever possible or use the available space outside the front of Burnham Copse Primary school. Please ensure that this information is passed on to any other adult responsible for collecting your child at any time during the year. If any parent or child holds a blue parking badge please see me so that I can discuss where to park with the Headteacher of the school.

Book Bag



Your child will be issued with a school bag that you will need to bring every day they attend and please place it in your child's drawer. This provides us with somewhere to place items that need to go home each day. Some days they may be empty as items are kept for display purposes, filed or perhaps because your child has not wanted to participate in a mark making activity. Having these available when your child is in attendance saves time when other children bring birthday treats to share or when cooking items go home, so please try to remember it on a daily basis. Library books are also chosen by the children to share with you and if they do not have their book bag they will be more difficult to take home. Please choose a book from the entrance area and change it as regularly as you wish.

Dates for Diary



Half Term 28th October – 1st November
Autumn Term 2019 last day Wednesday 18th December 2019

Christmas Post Box last collection in pre-school Friday 13th December.

Spring Term first day of Spring Term is Monday 6th January

A calendar of opening times can be found on our web site www.saplingspreschool.co.uk under 'Our Week'.

Pegs



Your child's peg is to the right of their name. Each peg has a named disc for the children to self-register on the Rainbow Welcome Board inside the classroom and are used again at snack time. Please help them to hang it up when they arrive and place wellington boots under their pegs ready for outdoor play. Please label coats. Please ensure your child brings a **draw string bag** clearly labelled with a change of clothes (even if they no longer have toileting accidents). We are likely to be using lots of water during the start of the autumn term and they may require dry clothes! Bags can be left over night on their pegs should you wish to do so.

General



Please ensure that your child is brought to pre-school in appropriate clothing, suitable for them to manage their own fastenings. (Jogging bottoms or similar items are ideal and **no laced shoes**.) Please avoid jeans, belts and tights, all of which are difficult for young children to manage and do not encourage your child's independence, old clothes that you do not mind getting dirty or covered with paint etc are ideal. Remember your child is here to have fun and learn new experiences and although we endeavour to put aprons on, some of the children dislike them and refuse. It is our aim to ensure that children who wish to participate in activities can do so and to begin with this is more important than trying to get them to wear aprons. I trust I have your support with this.

Lunches



Please clearly label your child's lunch box and drinks bottle on the outside. Please try to limit their lunch box with four items. It is much better for your child to eat all of their lunch than be overwhelmed with the content. Please ensure there are **no sweets or chocolate** and provide at least one item of fruit or vegetable per day to encourage healthy eating. Alternatives to sandwiches can be put in lunch boxes. We request that **no nuts or nut products** are consumed on the premises eg peanut butter, Nutella and fruit and nut bars. Should these items be brought into pre-school your child will not be allowed to eat them. Please ensure that grapes, tomatoes, olives and cocktail sausages are chopped lengthways as these are major choking hazards for children of this age.



Health and Safety



Outdoor Policy: It is our policy to use sun cream during periods of hot weather and you will be asked to provide your own if your child cannot use Nivea factor 50 that we provide. In all cases a signature

must be obtained to enable us to apply cream to your child. Children are also required to wear a hat during hot weather. It is also our policy to ensure children have appropriate footwear, so no open toes shoes/sandals please and please provide wellington boots for use in the garden area at all times. This helps to keep the classroom as clean as physically possible.

Medication or creams:

Please ensure that these are handed to a member of staff and with the exception of sun cream and nappy creams, must be prescribed by your GP for us to administer it. All medication must be signed for before it is administered. Do not leave in your child's bag including sun cream as other children may be allergic to it.

Key Worker and Buddie



Your child's key worker this term is **Chloe** who will introduce themselves to you as soon as possible. My door is always open if you have any problems or queries but if appropriate, please contact your key worker first. If your key worker is absent, then a 'buddie' system will apply and your child's 'buddie' is **Carol**. Your Child Profile is completed during the year and you are welcome to see it whenever you wish. They will be sent home for you to add your comments and to sign each term. To provide evidence of mark making and creative skills various pieces of 'art' work are kept during the year and placed in a file for you to keep. This can also be viewed whenever you wish to see it.

Settling-In New Children: You are welcome to accompany your child until you feel comfortable to leave them. Please be patient as some children will settle quicker than others. Rest assured we will contact you if we feel that your child has had enough during their first few visits and we can arrange a settling in routine with you present. There will be activities set up when you arrive to help settle the children and these will be changed or added to when we find out activities that settle your child.

Organisation



Carol is **The Manager of The Saplings Pre-School with overall responsibility**, **Chloe** is responsible for 'Saplings' in Carol's absence, **Jess** is **The Age Two Leader** and is responsible for

'Seedlings'.

Senior staff are here to help you and for information the following members of staff should be approached for the following: Safeguarding Officer: Carol, **Special Educational Needs:** Jess, **Health and Safety:** Carol and **Inclusion (Equality and Diversity), Bereavement:** Chloe.

Lost Property



We try to locate as many things as possible but occasionally items go missing. The pre-school takes no responsibility for these.

Security



Collecting your Child: Please wait for your child outside the main entrance door. If for any reason you cannot collect your child please let **Carol, Jess or Chloe** know and we will complete the security

records before you leave. If it is an unexpected reason why you cannot collect then please telephone and provide the adult (over 18), who will be collecting your child, your child's password. We need to know from a parent if there is a change of plan for collection.

Education



Starting School in September 2020: If your child will be 4 years old between 1st September 2019 and 31 August 2020, that is, born between 1 September 2015 and 31 August 2016, they will be entitled to start school in September 2020. You can apply online for a place. Look out for details of school open days.

Planning



We will be welcoming all children and talking about their families and summer holidays.

With thanks, Carol and the Saplings' Team