



February Newsletter

www.NewMillsidePre-School.co.uk



Welcome...

A Happy New Year to you all! It has been wonderful to welcome the children back after the Christmas break.

At the beginning of the half term some of the children have drawn their representation of their favourite present. Some have decided to look at toy catalogues and cut out and stick the picture which is the same or most similar to what they received from Santa. Some of the children have attempted to write their own name, or the symbols which represent their name.

Unbeknown to the children the envelopes had been addressed to their home address. The children had all walked to the post box and posted them. The 'letter to Santa' should have arrived at your home addresses. If you have not returned the letter to preschool please we request you drop them back to preschool so we can place them in their profiles. Thank you!

Curriculum

We have been helping the new children to settle in and make friends, and gain confidence in their surroundings. They are encouraged to help each other and to learn their friend's names when singing the 'Hello song' during registration and when playing together. Turn taking and sharing skills are constantly promoted and during snack and lunch times we practice self-help skills, encouraging them to pour their own drinks.

The indoor role play area is currently being developed into a 'Princess Castle' for the children to pretend building walls around the castle. We are following their interests as they enjoyed making shields and swords. Through role play in this area they will be developing their language and using mark making tools and other materials which will help to develop fine motor control.

Children are encouraged to bring a toy or something they would like to talk about or share with their friends. During 'show and tell' a child takes centre stage in front of the other children during circle time and talks about the item they brought in. This encourages them to have confidence to talk, building, and extending their vocabulary.

Winter Illness

Unfortunately, it is that time of year when children are more susceptible to coughs, colds and sickness bugs. To try and prevent any outbreaks of illness in preschool we recommend the following: for cold symptoms, please encourage your child to have regular fluids, rest and ensure they dispose of tissues regularly as well as washing hands frequently. For any child who has diarrhoea and/or has vomited we advise that they should be off preschool for at least 48 hours after the last episode.

We would also like to ask if you would look again at our policies and procedures, particularly in relation to sickness.

Term Dates

Spring Term
06.01.14 - 14.02.14
24.02.14 - 04.04.14

Summer Term
22.04.14 - 23.05.14
02.06.14 - 23.07.14

Hats/gloves

As the weather remains cold and wet could we request warm coats, hats and gloves for outdoor play and please remember to name all items of clothing and children's possessions including lunch boxes, school bag and wellington boots.

Staff News

We say farewell to Katie Warnock who has moved on to work fulltime in another school.

We welcome our new staff Winsome Webley to pre-school this half term. Winsome Webley joins us as one-to-one learning support assistant. We look forward to seeing her settle quickly into the preschool.

Sarah Williams

Star Moments

Help us celebrate your child's development...

Here in the preschool, we get as excited as you do watching your child grow and develop, and would like to celebrate all their achievements - whether they happen at preschool or at home with you. We would love to hear from you about the things your child enjoys or achieves. It helps us to create a well-rounded' picture of who your child really is.

These 'Star Moments' can tell us about anything of interest that you'd like to share with us. For example, your child's favourite bedtime story, the day their first tooth fell out, how they built a tall Lego tower and many more besides!

Below are some examples of completed stars as ideas. However, please remember that your child is unique. What he/she enjoys doing or achieves for the first time is personal to them and be recognised whenever it takes place, regardless of when their friends did something similar.

Attached is a sheet of 'Star Moments' for you to use when you wish. Please hand a completed star to a member of staff whenever you would like to share the information.



EMERGENCY CLOSURE POLICY & PROCEDURE

We endeavour to be open as stated in our admissions policy without disruption. Where disruption is unavoidable, all involved in the pre-school are kept informed and we reopen at the earliest possible opportunity.

Aim

In the unlikely event that we have to close at times other than scheduled in the normal opening hours and dates, the policy is applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place.

Methods

An emergency closure is implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- When an outbreak of illness within the pre-school requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When severe weather conditions prevent staff from reaching the pre-school safely and it is impossible to maintain the correct ratios of suitable adults to children.
- When a staff bereavement means it is impossible to maintain the correct ratios of suitable adults to children.

In the event of any of the above incidents occurring which requires the pre-school to not open on a given morning, the Administrator will make contact with the families of the pre-school affected for that session in advance of the day by text or phone call. Where this is not practical, a member of the management is asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation. The Administrator is responsible for informing the relevant authorities of the unexpected closure. Initially this means informing the Early Years Childcare team. Other parties who may need to be informed are Ofsted, Health Protection Agency, Local Health Authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure. Parents are informed about how they can find out when the pre-school will re-open and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed.

Emergency closure after a session has started

In the event of an emergency closure after the session has started you will be informed by telephone and text service that you are required to collect your child as soon as possible. If the closure is due to sickness, the children and all staff who are unaffected remain on the premises until all children can be collected.

If the closure is due to an emergency which requires the building to be evacuated, the children are safely evacuated according to the current Emergency Evacuation Procedures. Contact information for all the children is taken out of the building alongside the daily register. Once the building is evacuated, the Pre-school Leader ensures the relevant authorities/emergency services are called. The children are then taken to a place of safety until such time as they can all be collected by parents and carers. The Pre-school Manager/Administrator or one Deputy will contact the parents and carers of the children present. All staff remain with the children during this time.

Where the pre-school has to close in an emergency, the management arrange for any funding from the local authority to be repaid if required, and for refunds to be made to any families who pay fees. This is usually made by way of a reduction from the next half-term's fees, but may be in the form of a direct payment if circumstances require.

Voluntary Donations

Many thanks to everyone who has made a donation, this ensures the continuation of parties, entertainers, a gift at Christmas for the children and helps toward the cost of paper towels, wipes, soap etc. If you have misplaced your form please don't hesitate to contact Jacky.

Donations can be made directly to our Fund Raising Account 61740873, 40-08-39 or by cash or cheque made payable to New Millside, we suggest a donation of £39. Thank you for your continued support.

New Millside Pre-school Clothing

If your child is sent home in anything from pre-school please ensure it is washed and returned directly – just pass to a member of staff.

Uniform

£4.00 – Hats

Legionnaire style, purple with preschool name on.

£6.00 – Bags

£16.50 – Fleeces

Black with purple embroidery – one size only.

£6.00 – T-shirts

Purple with lime embroidery – one size only.

£6.50 – Long Sleeved Top

Should you wish to place an order please complete the form and pass to a member of staff, once payment has been made either cash, cheque or direct payment the uniform will be placed in your child's drawer.

Easysearch.org is a search engine that you can use and raises funds for the pre-school. Whenever you buy something the retailer makes a donation to us.
www.easyfundraising.org.uk/newmillsidepreschool

Pre-existing Injuries

We would like to remind you to inform staff of any bumps, bruises, marks or scratches that your child may have before you leave them for a session so that the correct form can be completed.

Fees

Must be paid by the due date. All monies due to preschool must be sent in a clearly labeled sealed envelope with a note of the amount paying and child's name on the front - and must be noted in the book and placed in the box. Cheques to be made payable to New Millside Pre-school, cash or direct payment. **Please let me know when direct payments are made for fees on 07928689736.**

Weekly payments must be agreed in advance. If agreed weekly payments must be made at the beginning of the first session at the start of the week.

Payment will be made by the end of the last session of the second week of term.

Three weeks' notice must be given should you wish to remove your child from pre-school. If three weeks' notice is not given a full half term's fees will be required.

Payment is still required if your child misses a session due to sickness or holidays. Any queries regarding fees please speak to Jacky.

Key Carers

Each child is assigned a member of staff as their key carer, who is responsible for observing and recording their progress throughout preschool.

If you have any concerns or would like a progress update on your child, please do not hesitate to speak your child's key carer or Sarah Williams.

Administration

Any administration queries/information regarding fees, uniform, session availability or waiting list enquiries should be directed to Jacky on:

newmillsidepreschool@btconnect.com
or on the mobile 07928689736 this will be on between 9am - 3.30pm.

Dates for your Diary

06.03.14

World Book Day

15.03.14

Red Nose Day

28.03.14

Preschool Closed for Staff Training

04.04.14

Informal Parents Day
(more details to follow)

Quick reminder...

Parents can request to see their children's development profile anytime. Please ask a member of staff when you come to collect your child.

Parents can request to speak to their children's key person when they come to collect their children.

Sarah is available for a late afternoon or early morning open surgery/drop in session. This would need to be by appointment.

Parent's folder containing all our policies and procedures is in the office and parent can request to see it anytime.

Remember to visit
www.newmillsidepre-school.co.uk