



## October Newsletter

[www.NewMillsidePre-School.co.uk](http://www.NewMillsidePre-School.co.uk)



## Welcome...

The new children in the Pre-school are settling in happily and we are pleased to see so many smiling faces as they become more confident in their surroundings.

We believe strongly that a child is happiest at Preschool when he or she has been settled correctly.

As part of our induction period, we are learning about keeping healthy. During our circle time we have been talking about personal hygiene. Please keep an eye on the parent board outside for more information and also for the letter of the week.

### Parent Information Evening

We would be delighted to see you at our parent information evening on Monday 21st October from 7.00-8.00 pm. This will be an informal opportunity to meet with your child's key person and to find out what your children had been learning in preschool. Hope to see you there.

### Star Moments

Help us celebrate your child's development... Please share your child's achievement.

Please see attached June 2013 Newsletter for more information about the Star Moments.

## Settling In

All children are individuals and therefore may take more or less time to become completely settled within the Preschool environment. Here are some settling in tips:

- Do talk to your child as much as possible about coming to Preschool and all the good things to be done there.
- Do talk to the staff and by doing so your child will feel more inclined to get to know them.
- Do bring along a special comfort toy if your child is unhappy without it.
- Do give staff as much information possible, even if it seems trivial.
- Do tell your child you are going and when you will be back.
- Do go quickly once you have decided to leave. If you hesitate your child may sense your concern.
- Don't worry about your child but by all means phone the Preschool to ask how he/she is.

## What's New

In preschool we have started 'rolling snack'. Young children don't all need the same 'fuel' at the same time. They need, instead, the predictability that comes with knowing that they can help themselves 'when their own learning momentum is ebbing - and be refuelled for another burst' (Fisher 2010).

The non-statutory EYFS guidance Development Matters highlights the importance of ensuring children have 'uninterrupted time to play' and yet Preschool children can find their day (or half day) is punctuated by timetabled sessions for small group time and other adult-led activities including snack.

Rolling snack encourages children to listen to their own body messages. 'I'm feeling hungry or thirsty' and just as importantly, 'I'm NOT hungry or thirsty, so I don't need to eat right now.' Play (and learning) needn't stop for snack time as imaginative play can continue into the snack area as children keep the momentum of their role play going while helping themselves to snack. This doesn't mean putting out the food and drink on a table and leaving the children to it. Adult interaction and supervision is very important. Here in preschool we observe, monitor, and support, to encourage and to enable children to make the most of the snack time. Rolling snack still provide a wonderful opportunity to socialise with children, to actively listen, to sit with them and model appropriate eating and housekeeping behaviours in informal ways. Given the opportunity, most children will monitor their own eating habits but some will need help in the initial stages not to eat more than they need.

**Staff News...** We would like to welcome Ella, Amy and Karen who have joined the team beginning of the session. Amy and Karen would be caring one-to-one for two of our new children. They will be getting to know the children and parents over the next couple of weeks so will soon become a familiar face to you all.

*Sarah Williams*

# Focus on AGM

Annual General Meeting - Wednesday 16th October 2013 at 7.00 for a prompt 7.15 start

The AGM is to recruit new members to the committee and to inform you of how the pre-school has performed over the past year and to help celebrate our successes.

The Voluntary Management Committee ensures that our organisation fulfils all of its legal obligations and operates efficiently and according to our Constitution. Being part of the VMC can be both enjoyable and rewarding, offering opportunities to develop new skills such as management, marketing & recruitment.

**The 12 key responsibilities of our VMC are too;**

1. Establish our mission and vision
2. Strategic planning
3. Formulate policy
4. Approve and monitor our programmes and services
5. Ensure financial stability
6. Provide fiscal oversight and sound risk management
7. Select and support the Senior Managers and review performance
8. Understand and respect the relationship between committee & staff
9. Act as a responsible employer
10. Enhance our public image
11. Select and induct new members
12. Conduct effective committee meetings

The VMC is vital – without it the preschool cannot open, so please give it some thought. Some members are willing to re-stand, but these positions do need to be voted on so you may also wish to be considered, but you must be able to commit to attending committee meetings.

Please ensure that you park safely & considerately in Narbeth Drive and surrounding areas at all times, please do not park in the bus lane, over driveways, on the pavement or on the corners of entrances. If possible please park away from the area and walk/scoot/ride to preschool. Please ensure that the children are with you at all times and that road safety is adhered to. **This is in line with the Travel Plan held at Broughton Infant School.**

## 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.

## 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.

## New Millside Pre-school Clothing

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

## 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.

## Naming Clothing

Please ensure that all coats are clearly labelled with your child's name – as they do occasionally get a little confused.

## Show and Tell

Just to reiterate that children do not have to bring something from home every day, as this is an activity that we do not necessarily do each session. Also, please ensure the item is small enough to fit in the children's show and tell bag in their drawers.

## 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.

## Autumn Term 2013

09.09.13 – 25.10.13  
05.11.13 – 13.12.13

We are closed 04.11.13 for staff training

We are continuously self-evaluating, which requires commitment from all involved with the pre-school. We need to evaluate, openly and honestly, our work. It is extremely important to us to establish a climate where we are able to talk openly, we would therefore draw your attention to our website [www.newmillsidepre-school.co.uk](http://www.newmillsidepre-school.co.uk), where all policies and procedures are available for you to read – any feedback is always welcomed to ensure we continue to improve our provision.

All pre-school staff have a right to expect that the pre-school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults.

The most common example of unreasonable behaviour is abusive and aggressive language for which the most widely used remedy, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on pre-school premises.

Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. The Management would expect the Police to be contacted immediately in such cases

## 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](http://www.easyfundraising.org.uk/newmillsidepreschool)

## 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 terms 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.

## Don't forget...

There is a box next to the noticeboard for any parent/carer suggestions or complaints. Please ensure that mobile phones are never used whilst on the pre-school site.

Remember to visit [www.newmillsidepre-school.co.uk](http://www.newmillsidepre-school.co.uk)

## Policies & Procedures

Should you wish to access any of the above they are available in the 'Parents Folder' or on our website [www.newmillsidepre-school.co.uk](http://www.newmillsidepre-school.co.uk)

## Pre-school Session Times

9am - 12noon & 12.30pm - 3.30pm

All day 9am - 3.30pm

Please ensure that you arrive on time to collect your child as they do get upset if they are 'last' - a member of staff will sit with them and reassure them constantly.

If you know you are going to be late please ring ahead – a late collection policy is in place if you don't let us know and you can be charged £1.00 per minute to cover staff costs

## Lunch Club

This is for children who attend all day only and currently costs £2.00 per session. Please ensure that the children do not bring too much food as they can get a little upset if they don't finish.

Please – **NO NUT PRODUCTS OF ANY KIND** – please check carefully.

## Sickness / Holidays

You must let us know by phone if your child is unwell and if possible back this up with written confirmation so that this can be kept for audit purposes.

**Please do not send your child to preschool if they have suffered from sickness/diarrhea for at least 48 hours AFTER they have kept a meal down. If your child is unwell or on holiday please call or message pre-school 489457 or 07521 643112.**

## Drawers

Please ensure that drawers are checked and emptied at the end of every session.

## Forms

Please ensure that ALL forms are completed and returned promptly and ensure that contact numbers etc. are kept up-to-date.

## Concerns/Queries

If you have any concerns or information you feel we should know concerning your child, the staff are always here to talk to.