



Little Ducks Pre-school - Autumn 2016 Newsletter

Term dates: Monday 5 September - Friday 16 December

Half term: w/c 24 October

5 Sept	letter of the week	Ss	31 Oct	Ee
12 Sept		Aa	7 Nov	Hh
19 Sept		Tt	14 Nov	Rr
26 Sept		Ii	21 Nov	Mm
3 Oct		Pp	28 Nov	Dd
10 Oct		Nn	5 Dec	Gg
17 Oct		Cc Kk	12 Dec	Oo

Welcome back to Little Ducks Pre-school!

Hope you all had a wonderful summer break and are looking forward to the new term. Term dates for 2016-17 are attached and watch the board for details of our themes and "letter of the week" which follows the order used for Jolly Phonics.

EXCITING CHANGE FROM AUTUMN 2016.....

TAPESTRY - Children's Learning Journals

Last term we trialled using Tapestry, an online record system, for children's photos and observations. We were very pleased with the system so from Autumn 2016 Tapestry will be replacing the children's scrapbooks and development matters. Staff can take photos on one of two Ipads in the setting and add their comments and assessments from the development matters age bands used in the EYFS (Early Years Foundation Stage). These observations are then added to the child's journal and will be available for parents to view and add their comments too. If you have provided us with an email address you will receive an email from Tapestry with a password so you can access your child's journal online. If you have any questions or would like further explanation about the system please speak to your key person.

Key Person

Your child's key person will introduce themselves but as some staff do not work every day we will be using a "buddy" system and the name of your 2nd key person is included on the introductory note. This means there should always be a particular member of staff for you to approach regarding your child. See the updated photo board or our name badges if you are not sure who's who.

Parents and Carers welcome

You are always welcome to join us during a session to share an interest with the children, just pop in to tell a story or help us celebrate a variety of festivals during this term. We always appreciate your comments and feedback on our pre-school so a suggestion box and slips for completion are available by the notice boards.

Individual Photographs

The photographer will be taking individual photos of the children on Wednesday 12th October. Any children who do not attend on Wednesdays or siblings who you would like included in the photos can be brought into group at the start of the session.

Contact numbers during opening hours always try the Scout HQ first on 01277-234346, then Michelle mobile 07717 844224. Your key person will ask you to check the contact details we hold on your child's registration form during the first 2 weeks of term.

Please see below - "a few reminders for the new term", policy on payment of fees and term dates

Regards,
Michelle Yarwood and the Little Ducks team

Little Ducks - a few reminders for the new term.....

- **Punctuality** - The session starts at 9.15am and the morning session ends at 12.15pm and afternoon sessions end at 2.45pm. It is not possible to leave children early as staff are setting up and not available to supervise children before 9.15. Please try to be prompt when collecting your child - we know you are on your way but it may upset them if you are late.
- **Collection of children** - Children may only be collected by people for whom permission has been given on the registration form. If your child will be collected by someone other than yourself please inform a member of staff when you bring them in or telephone the setting. If it is necessary for someone not on the form to collect your child in exceptional circumstances please notify us and a password may be agreed.
- **Absence from pre-school** - it is not compulsory for you to notify us if your child will not be attending but it is useful for us to know if they are ill with a contagious illness or if you will be on holiday. Please call the HQ number.
- **Medication** - In line with our policy and the Statutory framework for the EYFS staff can administer prescribed medication only. For emergency medication like inhalers doctors will normally provide an extra one that can be left in the setting. All medication administered is recorded and parents informed at the end of the session.
- **Bag contents** - Children's bags brought into pre-school should only contain items needed for the session like change of shoes/ clothes, drinks and items linked to weekly theme for show and tell. Very small toys, coins and food items or medicines must not be left in bags or brought into the session for the safety of all children. We appreciate that some children may need a comforter and these items may be left in the hanging pockets when not needed. Bringing in general toys, dolls etc can cause conflicts between children when they are not keen to share their personal toys so these are best taken home. If your child is in nappies please leave at least 2 in their bag with wipes too.
- **Labelling** - Please label everything! You can only imagine the confusion caused when unlabelled items are claimed by 2 or 3 children or no-one at all!
- **Jewellery** - children should not wear any jewellery apart from small stud earrings.
- **Footwear** - Children must have indoor shoes and outdoor shoes or wellies every day. Please check notice board each day to see if shoes to be changed. We encourage the children to be as independent as possible putting on shoes so no laces please!
- **Outdoor play** - In warm weather please ensure your child has had sun cream applied and has a named sun hat as they will not be allowed in the garden without one - we do have a bag of spares too.



- **News Tree**

Don't forget to put your child's news on the news tree so we can encourage them to share it with us at circle time. We love to hear about anything they have done over the weekend or holidays - maybe they visited family, swam without armbands or rode without stabilisers!

ON ARRIVAL.....



Change children into indoor shoes (see noticeboard)

Bags on pegs in lobby - take out cups, hats etc



Coats on coat rack in hall
Outdoor shoes in basket under coat rack in hall

Wellies on welly wagon outside



Lunches, cups and hats brought into hall - lunch bags in red spotty bag, cups on tray and hats in basket please.



HOMETIME - We will give children their bags. Parents should pick up their coats, drinks cups, hats and anything from lost property basket.

Little Ducks Pre-school - POLICY ON PAYMENT OF FEES

Little Ducks prospectus states:

Fees are calculated termly in advance and are payable during the first 2 weeks of term. A fee envelope will be given to you confirming the total fees due. No refunds are available for sickness or holidays due to the continuing costs of keeping a child's place open. If you need to discuss payment of fees or your child has to be absent over a long period of time please talk to the proprietor, Michelle Yarwood. A receipt is available on request. We can apply for the free entitlement grant for 3 & 4 year olds and for 2 year olds who meet specific criteria. Where funding is not received, then fees apply.

We would like to confirm the arrangements for payment of fees in instalments if this is agreed with the proprietor:

- If the proprietor agrees fees can be paid weekly or monthly payment must be made in advance at the start of each week/month.
- Fees must be paid in a named envelope so payment records can be updated.
- An update on the balance due will be given in writing at half term.
- If payments are not kept up to date sessions may be lost.
- Any outstanding fees at end of term for which they are due will be collected by P&J Debt Collection services and administration costs will be added to amount due.

TERM DATES FOR 2016-2017

AUTUMN TERM: Monday 5 September 2016 - Friday 16 December 2016
Half term w/c Monday 24 October 2016

SPRING TERM: Monday 9 January 2017 - Friday 31 March 2017
Half Term w/c Monday 13 February 2017

SUMMER TERM: Tuesday 18 April 2017 - Friday 14 July 2017
Half term w/c 29 May 2017
Bank holiday Mondays 17 April & 1 May 2017