



## Little Ducks Pre-school - Autumn 2023 Newsletter

### **Term dates: Mon 4 Sept - Fri 15 Dec**

4 September	Ss
11 September	Aa
18 September	Tt
25 September	Ii
2 October	Pp
9 October	Nn
16 October	Cc/Kk

### **Half term: w/c 23 October**

30 October	Ee
6 November	Hh
13 November	Rr
20 November	Mm
27 November	Dd
4 December	Gg
11 December	Oo

### **Welcome back to Little Ducks Pre-school!**

We hope you have all had a great summer and we look forward to seeing you all in the Autumn term. We are particularly glad to be able to welcome all our new children.

### **Arriving at Precschool**

- 9.15 drop off and pick up 12.15 or 2.45 and we cannot agree to vary these so please try to be punctual. Children attending afternoon sessions only will come in at 12.15.
- New children can be brought into the hall by parents for the first week and should arrive at normal time.
- Other children will continue to be left at the outer door at drop off time.
- At pick up times parents will be allowed into hall to collect children.

### **Contact details**

If you think any of the contact details on your child's registration form may have changed please let us know.

### **TAPESTRY - Children's Learning Journals**

Parents of new children will receive an email from Tapestry to set up a password so you can access your child's journal online where you can see all the photos and observations of your child's time at preschool. If you have any questions or would like further explanation about the system please speak to your key person.

### **Key Person**

Every child is allocated a key person and they will introduce themselves. Some children who were with us last year may have a new key person but you will be informed if this is the case. As some staff do not work every day we use a "buddy" system and the name of your 2<sup>nd</sup> key person is included on the introductory note. In your child's first term their key person will arrange a parent meeting to discuss how they have settled in.

**Photographer** will be visiting us to take individual "Christmas" themed photos on Weds 1<sup>st</sup> November. Children not in on Weds can come along from 8.30am to have photos taken before session starts.

**Please see below - "a few reminders for the new term", policy on payment of fees and term dates** and watch the board for details of our themes and "letter of the week" which follows the order used for Jolly Phonics

Regards

Michelle Yarwood and the Little Ducks team

Little Ducks contact numbers - please note the work mobile and email details

- Scout HQ 01277-234346 (available 0830-1500 Mon-Fri term time)
- Mobile number 07389-725844 (available 0800-1500 Mon-Fri)

- Email [admin@little-ducks.co.uk](mailto:admin@little-ducks.co.uk) - can email anytime but emails sent after 1800 may not be picked up until 0800 the next day.

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

- **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 agree password.
- **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.
- **Sickness and diarrhoea** - Please note that revised NHS guidelines state that children should be 48 hours clear of last bout of sickness or diarrhoea before returning to school so our policy has been amended accordingly.
- **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.
- **Lunch boxes** - Please ensure they are clearly named and items provided are ready for your child to eat. We ask that small items like cherry tomatoes and grapes are cut in half to avoid choking hazards. PLEASE REMEMBER NO NUTS OR NUT PRODUCTS.
- **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. 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. In inclement weather wellies will be a must. We do have some spare hats and wellies too but not enough for every child.

## LITTLE DUCKS PRESCHOOL - 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. 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 paid in cash must be 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.

### 2023-2024 term dates and times:

(holidays shown in blue)

AUTUMN TERM: Monday 4 September 2023 - Friday 15 December 2023  
*Half term w/c Monday 23 October 2023*

SPRING TERM: Monday 8 January 2024 - Thursday 28 March 2024  
*Half Term w/c Monday 19 February 2024*  
*Bank holiday Friday 29 March*

SUMMER TERM: Monday 15 April 2024- Friday 19 July 2024  
*Half term w/c 27 May 2024*  
*Bank holiday Monday 6 May 2024*