

### PRE-SCHOOL

We are enjoying settling into our new conservatory and becoming familiar with the new layout.

We will be exploring the stories: The Gruffalo and Elmer in the Snow and carrying out lots of fun activities within these stories. This will lead us into our Christmas activities for the last few weeks! Where has the time gone?

We will also be looking at your child's interests and likes and we will use these in our weekly planning. You can see this in more detail in our planning in little room on the cupboard door. We will also be encouraging independence and confidence through play during our sessions.

### DATES FOR YOUR DIARY

#### November

Monday 5<sup>th</sup> – We returned to Pre-school.

Thursday 29<sup>th</sup> – Wraparound AGM – 6.30 pm in the Ox Inn, Middleton – everyone welcome – please do join us if you can.

#### December

Wednesday 5<sup>th</sup> – PTA/Wraparound Christmas Fundraiser Night out – Lollo Rosso.

Wednesday 12<sup>th</sup> – 9 am to 11 am - Progress Review morning for Pre-school parents.

Wednesday 12<sup>th</sup> – 6 pm - Christmas Performance by Cambo School children at Cambo Village Hall.

Thursday 13<sup>th</sup> – 1:15 pm – Christmas Performance by Cambo School children at Cambo Village Hall

Friday 14<sup>th</sup> – Christmas activities at Belsay Pre-school – parents to drop off at 9 am and collect at 11:30 am.

Friday 14<sup>th</sup> – Christmas Jumper day - £1 donation for wearing your Christmas jumper.

Monday 17<sup>th</sup> – Christmas bauble making for Cambo Church with Cambo school children.

Tuesday 18<sup>th</sup> – Christmas Party afternoon and visit from Santa. All Pre-school children are welcome to attend.

Wednesday 19<sup>th</sup> – Pre-school Christmas trip to Gibside with Class 1 – Christmas trail and visit to see Santa.

Thursday 20<sup>th</sup> – Christmas dinner.

Friday 21<sup>st</sup> – Break up – preschool closes as usual at 3 pm.

### SNACK CONTRIBUTION



Pre-school will continue to provide your child with a healthy snack and the charge is **80p** per child, per full day (40p am and 40p pm). **Snack money is to be paid, in advance, every week.**

**We would still very much welcome, on special occasions (e.g. birthdays), any homemade cakes, scones or biscuits!**

### SCHOOL LUNCHES

Pre-school children are welcome to stay for lunch. The cost for lunch is **£2.00** per day and this **MUST** be paid either in advance or on the day your child is staying. If paying by cheque, please make it payable to Cambo First School. **Children staying for lunch must be picked up at 12:45 pm prompt!**

### OUTDOOR CLOTHING & INDOOR SHOES

Please can we remind you to ensure your child has appropriate clothing in Pre-school, e.g. hat, wellies, gloves, change of clothes etc. **We would also ask that your child has a pair of indoor only shoes.** Footwear can get rather wet/dirty after we've been having fun outside and it would really help if they had some indoor shoes to change into – these could be plimsolls, crocs or slippers etc.



### PRE-SCHOOL PRICES

Costs for under 3s to attend Pre-school sessions: £7.50 per session.

## CHANGE OF DETAILS

If your details change e.g. address, email/mobile phone number, can you please let a member of our staff know so we can update our records.

## PRE-SCHOOL SESSIONS

Our session begins at **8:45 am and finish at 3.00 pm**. (Morning sessions 8:45 – 11:45 am. Afternoon session 12:00-3:00pm). Please can you ensure you drop off and pick your child up promptly at these times, if for any reason you are going to be late in picking your child up, please let us know by calling the **Pre-school mobile 07887 409641**. (Please also refer to our Late Pick-Up Policy).

## LATE PICK-UP

On the first occurrence of being late, the lateness will be recorded in a 'Late Collection' form and signed by the member of staff on duty and by another member of staff to witness the time of collection. You will be told by the member of staff on duty that a lateness record has been added.

The 2nd and subsequent occurrences will incur a £5.00 fee for the first 5 minutes late (or part thereof) and a further £5.00 for each subsequent 5 minutes (or part thereof), any late collection fees incurred will be added to your next half term's invoice.

## COLLECTING YOUR CHILD AFTER LUNCH

To ensure the safety of our children, only lunchtime supervisors are permitted to open the Pre-school door to allow you into the hall to collect your child after lunch. Please be aware that on some occasions you may have a little wait to be let into the hall to collect your child; once playtime ends at 12:45 pm, our pre-school children line up with the rest of school and then they are sent into school; the lunchtime supervisors will be outside with the children at this time and unable to allow you entry into the hall. If you need to collect your child earlier than 12:45 pm, please let a member of the pre-school team know when you drop your child off in the morning; you will then be advised to enter the school through the main entrance (via the school office) to collect your child. **Please do not enter the playground to collect your child. Please remember children must be collected promptly at 12:45 pm.**

## PRESCHOOL AND STAY & PLAY FACEBOOK PAGE

We have a Secret Facebook page for Preschool parents and Stay & Play parents. It was created to aid discussions and to allow parents and staff to put forward ideas, have debates and hopefully endeavour to improve and progress Pre-school. All important information will still be emailed to parents Facebook is here to allow group discussion, pass on information and answer questions easily. If you would like to join the page please speak to a member of the Wraparound Team.

## CONTACTING PRE-SCHOOL

Please could we ask that you **always** contact Pre-school on **07887 409641**, in the first instance, with any information/changes regarding your child. **The school office SHOULD NOT be contacted unless it is an emergency** and you have been unable to contact Pre-school.

## SIGNING IN/OUT RECORD FOR PRE-SCHOOL

To help ensure our children's safety we are continuing with our signing in/signing out record. Please ensure you continue to sign your child into Pre-school and to write down who will be collecting your child at the end of the session, lunch time or stay and play.

## THE EARLY YEARS PUPIL PREMIUM FUNDING

From April 2015, pre-schools, nurseries, childminders, schools and other childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. Therefore, I am writing to you to explain what the Early Years Pupil Premium is and to explain who is eligible for this funding.

Early Years Pupil Premium provides an extra 53p per hour for three and four year old children whose parents are in receipt of certain benefits, or who were formally in local authority care, but who left care because they were adopted or were subjected to special guardianship or child arrangement order. This means an extra £302 a year for our setting, for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

**Who is eligible for Early Years Pupil Premium?** Three and four year old children will be eligible for this funding if they, or their parents, meet one of the following criteria:

- Income support.
- Income based Jobseeker's Allowance.
- Income related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit.
- If they have been 'looked after' for 1 day or more.
- If they have been adopted from care.
- If they have left care under a special guardianship order or residence order.

If you believe you may be eligible, please let me know as soon as possible and I will let you know what we need to do next to secure this funding.

If you have any questions, please do not hesitate to ask me.

## **STORY BOXES/RHYMING BOXES – LEARNING AT HOME INITIATIVE**

We will continue to share our story and rhyming boxes with you! They consist of favourite Pre-school stories with props which can be shared at home. All the children will have the chance to bring them home for a few days. Please feel free to add to any the boxes we send home to you.

## **ABSENT OR SICK CHILDREN**

If your child will not be attending Pre-school we would be really grateful if you could **ring, email or text** us to let us know – **Pre-school Mobile: 07887 409641**.

If your child has had sickness or diarrhoea please allow 48 hours before they are brought back to Pre-school. If they have any infectious illnesses such as chicken pox could you please let us know so we can alert other parents.

If your child takes poorly during Pre-school, staff will judge whether they need to be taken home and will inform parents in the first instance. Please be aware that we cannot administer Calpol etc, only medication prescribed by a doctor and with a full medical form filled out by the parent/carer beforehand.



## **TAPESTRY – PRE-SCHOOL'S ONLINE PERSONAL LEARNING JOURNAL**

Tapestry is our online personal learning journal. It really is the best way to see what fun your child is having within our setting. We post both pictures and videos of what we are doing and we'd love you to comment on these. You can also post your own pictures and videos of your time at home. If you would like to view Tapestry before you sign up, please ask a member of the Pre-school Team.

## **KEY PERSON**

Each child within Cambo Pre-school has a key person. A key person is an important person in your child's life whilst at pre-school. This person will help to settle your child in and build a good relationship with both you and your family and the child. Parents/carers should take the time to build on this relationship at any given chance, for example, discussing any important events in their child's life, or any difficulties their child may be experiencing.

The key person is in charge of their key child's development record; however this does not mean that other members of staff will not be adding to the record as well. A key person is able to identify any gaps in a child's development and plan to meet the child's individual needs. A key person is in charge of gathering information from parents/carers. They will also communicate with other professionals as necessary.

Your child's key person will work with your child, help them learn and encourage them to achieve. They will get to know your child well, become attuned to their likes, dislikes, attitudes and preferences and will provide your child with particular support at key times.

If you are unsure of whom your child's key person is please speak to a member of the team as soon as possible.

## HEAD LICE

Please keep checking your child's head for lice and inform a member of staff if your child has head lice.

## COMPLAINTS PROCEDURE

We have a Complaints Policy for parents to follow within our Wraparound Policies. These are held in the lever arch file beside the Wraparound desk in the Hall. We also display Ofsted contact details for parents who have any queries or issues regarding Early Years.

## PARENT HELPERS



We always welcome any parent/carer wanting to help in Pre-school, it could be to read a story, sing some songs, anything you like! Please see a member of staff if you are interested and can spare the time. If you would like to be a regular helper in Pre-school, you will need to have a DBS (CRB) check. This is part of our Safeguarding Policy for adults who come into contact with children on a regular basis and is a statutory requirement. If you need more details please see a member of staff.

## EMAIL

Sending correspondence via email helps us reduce printer ink cost as well as saving paper etc. If you would prefer to receive a hard copy of our correspondence please speak to your key person.

## ON-LINE BANKING - PAYING FOR PRE-SCHOOL SESSIONS

If you would like to pay for your Pre-school sessions on-line, which will save Wraparound money, the information you need is: Account: Cambo Pre-school, Sort code: 30-95-76, Account Number: 01881111. Please use your family name as reference. **Please continue to pay for lunch, snack and uniform money by cheque or cash. (Lunch money cheques should be made payable to Cambo First School – snack and uniform cheques made payable to Cambo Wraparound).**

## STAY & PLAY

Stay & Play will continue to run every Tuesday.

Thursday 29<sup>th</sup> November will be the last Thursday session as unfortunately we don't have enough children attending to make this viable.

### Fees:

- Up to and including 1 year olds: **50p**
- 12-23 months: **£1.50**
- 2-4 years: **£2.50**

Fee for S&P Snack: 40p per session.

Coffee: 60p

If you have any queries on any of the above, please do not hesitate to speak to your key person or directly to me.

Regards.

Johanne Hodgson – Cambo Wraparound Manager